

Marketing/ Special Events Coordinator



Job Description:

Responsibilities of Marketing/ Special Events Coordinator include but are not limited to:

1. Execution of strategic marketing campaigns and development of plans for marketing projects under the direction of the Executive Director
2. Coordinate online and offline advertising of Community Center with Executive Director
3. PR including production of press releases, customer case studies, articles etc.
4. Increase online presence of Community Center through website, social media, etc.
5. Increase community presence of Community Center through outreach projects
6. Development of marketing materials such as presentations, invitations, mailers etc.
7. Develop marketing strategies in conjunction with prospective business partners located on Fort Ritchie and surrounding area.
8. Maintain and update sales data base in connection to marketing activities.
9. Manage purchase and distribution of marketing materials (collateral, giveaways, etc.) as necessary for events or sales purposes.
10. Participate in various meetings with Community Center staff, volunteers, and other agencies.
11. Actively take part in other projects that occur and contribute to the effective workings of the team.
12. Operate front desk systems and coordinate staff coverage of special events.
13. Assist in creating budgets as directed by Executive Director.
14. Be willing to work evenings and weekends on occasion for special events.

Personal Qualities- we are looking for

1. Positive
2. Flexible
3. Creative and passionate about results.
4. Friendly
5. Comfortable in social settings

Requirements

1. Excellent attention to detail
2. Sales Experience
3. Knowledgeable of community/businesses
4. Ability to multi-task
5. Ability to prioritize

This position will be cross-trained in order to understand and operate membership software, fundraising software, security system, fitness equipment, and other Community Center operations.