



**Position Title:** Marketing Coordinator

**Reports to:** Marketing Manager

**Type of position:** Volunteer, unpaid

**Roles and Responsibilities:**

- Organize market research and reporting findings of market requirements for specific products, services, or business lines to Marketing team.
- Negotiate contracts with vendors for services and products to be advertised.
- Meet with clients to present campaigns and offer advice and strategies.
- Assist with advertising in radio, television, print, and billboards.
- Research and plan advertising campaigns for various media platforms.
- Monitor, review, and report on all marketing activity and results.
- Analyze market trends and report findings to Marketing Team.
- Use creativity and innovation for new ideas for branding, advertising campaigns and marketing messages.
- Be available at least 7 hours per week

**Qualifications and Basic Job Requirements**

- Self-motivated
- Positive attitude
- Excellent verbal and written communication skills
- Deadline oriented
- Excellent time management skills
- Able to manage several project simultaneously at the same time
- Strong quantitative, analytical and problem solving skills
- Proficient in Microsoft Office, social media content, and email
- Active and well-rounded personal presence and knowledge of various social media platforms
- Previous experience in Marketing preferred
- Microsoft Excel and PowerPoint experience (2 years preferred)
- Associate or Bachelor degree in Marketing or Business preferred.

This is a virtual role, must own a computer and telephone to be successful.

Interested applicants, forward updated resume to [hrmymiscarriagematters@gmail.com](mailto:hrmymiscarriagematters@gmail.com)

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