



MARKETING COORDINATOR

Position Title: Marketing Coordinator

Reports to: Marketing Manager

Type of position: Volunteer, unpaid

Responsibilities Include:

- 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
- Perform other duties as assigned

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 projects 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.***

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