



Marketing & Advertising Coordinator

Position: Marketing & Advertising Coordinator

Classification: Full-time, Exempt

Supervisor: Director of Development

Position Summary:

The Marketing and Advertising Coordinator utilizes journalism, graphic design, video production, photography, and other industry tools to produce visual and written elements for Mission fundraising initiatives, and promotes the organization's purpose, goals, and productivity through numerous multimedia and print platforms.

Duties:

- Responsible for all digital and print advertising creation
- Provides artwork and content for brochures, posters, banners, apparel, websites, etc.
- Provides photography for marketing, advertising, and website needs
- Produces bi-monthly newsletters and provides graphic design for appeal messaging
- Directs, edits, and distributes documentaries, commercials, and YouTube content
- Produces *Transformation Waves* podcast
- Consults on marketing and advertising projects produced by outside vendors
- Copyedits content for the executive director and Mission staff
- Performs other duties as assigned

Skills & Abilities:

- Excellent verbal and written skills
- Highly organized and detail-oriented
- Ability to work independently and in a team setting
- Ability to pace work to meet deadlines with high quality work product
- Proven ability to communicate effectively through writing, photography, video, audio, and graphic design
- Extensive knowledge of Adobe Creative software including Lightroom, Photoshop, Premier, InDesign and Illustrator.
- Knowledge of Affinity Suite and Final Cut Pro a plus

Qualifications:

- Bachelor's degree in communications, English, marketing, advertising, graphic design, or a related field
- 5 years of experience in communications, marketing, advertising, or related field
- At least one year of experience in a nonprofit setting preferred
- Must have a valid driver's license and transportation
- Must be able to accommodate work schedule changes