**Marketing Coordinator Job Description**

Sherburne County Area United Way is seeking a Marketing Coordinator that is passionate about helping others and wants to make a difference in the community. We are looking for someone that can assist in telling our story and promote our growing impact within Sherburne County. If you are someone that wants to utilize your marketing skills for the greater good, look no further!

We are a small but mighty team that has a lot of ambition, a lot of heart, and likes to have fun. Being a tiny team, we wear a lot of different hats and pitch in to help each other. We offer a flexible schedule with the possibility to work from home. Does this sound like a good fit for you?

**Position Overview:**

The Marketing Coordinator must be a passionate and creative individual with a growth mindset, go-getter attitude, and has great attention to detail. This position is responsible for the planning and execution of marketing, communications and brand image of the organization.

**Responsibilities include:**

* Being in charge of all things marketing!
* Generates compelling graphics and content to tell effectively tell our organizational stories online and in print
* Creates marketing plan with short and long term goals
* Maintain website and social media accounts
* Develop various types of marketing and campaign materials (brochures, posters, video)
* Creates advertising and promotional activities including newsletters promotional advertising, presentations, and press releases
* Assist with campaign and special events as needed or required
* Collaboration as team player with co-workers
* Take on new roles and tasks as the needs of the organization change

**Preferred Skills:**

* Exceptional writing, editing, and proofreading skills.
* Capacity to develop strategies for increasing organizational visibility
* Enthusiasm for brainstorming and generating creative ideas
* Ability to multitask and prioritize
* Self-starter, motivated, and able to take initiative and work independently as well as with the team
* Social media and website content management experience
* Graphic Design experience
* Familiar with Google Drive
* Familiarity with email marketing services such as Constant Contact
* Proficient in Word, Excel, and PowerPoint
* Knowledge of Adobe Creative Suite such as Photoshop, Illustrator, and InDesign
* Knowledge of ever-changing technologies to visually tell stories, including video, slideshows, etc
* Must be able to work evenings and weekends occasionally

If you would like to join our dynamic team, have a passion for helping others, and possess the skills to help us grow the impact in our community, send your **resume** along with a **cover letter explaining why you would be a great fit for our team** to info@sherburneunitedway.org

*Optional*: Send a portfolio of marketing (graphic design or written) materials that you feel will help showcase your talents.