



Job Title: Marketing Coordinator

GENERAL DESCRIPTION	
Responsibilities include coordinating marketing and community events, assisting with the development, execution, and implementation of communication messages for internal and external client and market development including but not limited to email, digital, social media, and conducting market research.	
ESSENTIAL FUNCTIONS AND RESPONSIBILITIES	
<ul style="list-style-type: none">Assisting in planning, supporting, and/or implementing marketing strategies and business objectivesGenerate original and creative brand contentUpdate and maintain the company communication platformsAssist with the preparation and execution of client-facing marketing materials and presentations <p>***Starting Salary \$35,000- \$65,000</p>	
KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED	
<ul style="list-style-type: none">Two+ years previous experience in marketing and communicationStrong project managing skillsGood communication skillsAbility to juggle multiple tasks on sometimes short deadlines.Deadline and detail-oriented	<ul style="list-style-type: none">Knowledge of social media platforms, online marketing tools and marketing campaign development and implementationKnowledge of CRM systems and Marketing Automation software a plusExperience utilizing MS Office, Adobe software, and WordPress
EDUCATION REQUIREMENTS	WORKING CONDITIONS
<ul style="list-style-type: none">Bachelors' degree in marketing or business administration	<ul style="list-style-type: none">Office /Desk positionSome travel required to events

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

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