

**Artemis Center: Marketing & Communications Coordinator**

**Full Time with Benefits** (*health insurance, dental insurance, 401k, HSA*) – **37.5 hours per week, \$18 hourly**

Reports to: Development Director

Minimum Requirements:

Bachelor's degree in Communications, Marketing, or related field. 5+ years of experience in a similar position may be substituted for a degree. Familiarity with website and social media management is strongly preferred.

*Willing to commit to working set office hours, 5 days a week which will include some weekends with an adjusted schedule based on scheduled events.*

Professional Standards

All services are provided in a manner consistent with agency philosophy, which empowers clients, avoids judgment and victim-blaming, and is coordinated with other community systems. All performance, with respect to clients and colleagues - both within and outside of the agency - is conducted in a manner which affirms the value of diversity and which is respectful of others in regard to gender, class, race, ethnicity, ability, religion/spirituality, and sexual orientation. All employees participate in the establishment of individualized annual goals and objectives. All employees must exercise the ability to work with individuals of different backgrounds and act as a role-model in using non-violent behavior in resolving conflict, as well as possess flexibility, mature judgment and competency in emergency situations.

**\*Public Relations & Social Media**

Create and distribute press releases, media relations content, monthly newsletter content and annual report

Promote the organization through public relations initiatives

Manage Artemis Center's social media assets, including campaign ideation and execution

Identify, develop and execute communications strategy for key media contacts and corporate supporters

Research media coverage and industry trends

**\*Marketing & Communications**

Create and maintain marketing and promotional materials, both print and electronic

Design and create ads to help support departmental marketing needs (e.g. awareness and fundraising events)

Design and launch email marketing fundraising campaigns- Constant Contact

Maintain website design and operation- Word Press

Coordinate and manage community outreach events, including scheduling of volunteers and marketing materials

Create and maintain organization literature and other forms of communication

Develop fresh story ideas

Develop and manage monthly report of ROI (Return on Investment) on Marketing and Communication efforts

***\*Work closely with Marketing Committee to ensure the above is in line with Strategic Plan***

### **General**

Work directly with Development Director to identify and execute project needs and specifications

Brief Development Director on design, copy, image, and content needs for promotional and fundraising literature and activities

Act as a brand steward, upholding brand and trademark standards and consistency in all projects

Complete bi-monthly board report with Development Director

### **Qualifications**

Confident communicator and outstanding interpersonal skills

Strong writing, editing, proofreading and layout/design skills are essential

High degree of problem-solving abilities

Superior project, time and organizational management skills

Have a strong public presence – articulate, optimistic and energetic with the ability to motivate and inspire people at all levels

Experienced with MS Office, Google Suite, social media platforms and website management-Word Press

Flexibility with changes in task and priorities along with using sound judgment

Able to multitask and manage multiple projects while meeting deadlines

Strong knowledge and understanding of current trends in social media and digital media

Self-motivated, self-starter, and team player

Maintain confidentiality of clients, donors and personnel and willing to sign a confidentiality agreement

Demonstrates strong work ethic and moral standards

Follow agency procedures to post schedules, and arrives for work as scheduled

Record all appointments and meetings in agency scheduling system

Participate in team and staff meetings

Participate in training and development opportunities provided by the agency

Promote positive image of Artemis, its mission, and its services; work to build positive relationships with community agencies, funders, courts and other organizations

Maintain access to reliable transportation, maintains insurance on vehicle used for duties

Work cooperatively with volunteers, interns, colleagues, and supervisors

Maintain information in office in orderly fashion that is accessible to colleagues

Know personal limitations and communicate them with supervisor before they interfere with performance

Manage schedule to balance workload and effectively use time during less active periods

**I understand the role and responsibilities of the job description provided and agree to the responsibilities of this position.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Position Start Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Signed**