



MARKETING COORDINATOR

Part-time (15 hours/week), Non-exempt

The Marketing Coordinator assists the development team in *telling the organization's story*. Responsible for “championing” the master communications calendar, the Marketing Coordinator ensures that all digital and print projects are planned and executed to meet deadlines. This is accomplished by establishing timelines, coordinating with 3rd party vendors (graphic designers, mail house, printers, etc.), copy writing, creating digital and print content, sourcing materials, updating and distributing branded collateral, executing social media strategies, updating the website, and partnering closely with internal staff.

Responsibilities

- Primary liaison between Development, Program and Facilities departments; work with staff to identify special projects and appeals; source stories and images, coordinate wish-list appeals
- Assist in creating and coordinating the master communications calendar; coordinate marketing projects, working with graphic designers and other outsourced vendors to conceptualize, create, and secure approval for fundraising/marketing materials; drive projects from planning to completion
- Source and/or create images, content, and copy write for digital and print projects (e-newsletters, emails, website, social media, marketing assets, etc.)
- Update and organize asset libraries, website and content as needed
- Assist in developing internal and external marketing collateral/campaigns and messaging; engage and collaborate with influencers across our digital platforms to create innovative ways to gain exposure for Door of Hope
- Assist with digital fundraising efforts and execute across multiple platforms; monitor and update website and social media pages
- Perform any other task necessary to support the mission of Door of Hope

Qualifications

- Demonstrate Door of Hope's Core Values: Christ-centered, Holistic, Empowering, Relationship
- 1-2 years Marketing and Communications experience, preferred
- Bachelor's Degree in Marketing, Communication, Public Relations, or relevant field, preferred
- WordPress and email marketing experience, required
- Excellent writing skills, required
- Graphic design experience, preferred
- Fluent in social media platforms and digital marketing trends
- Familiarity with Google Analytics
- Ability to work effectively on team-oriented and independent projects
- Capacity to evaluate and manage constantly shifting priorities

To apply, email your resume and brief cover letter to jobs@doorofhope.us. In your cover letter, explain 1) your understanding of Door of Hope's mission and our faith-based nature and 2) a 280-character response, social media style, telling us why YOU are perfect for this role!