

Job Title: Marketing Coordinator  
Job Type: Part-time, Non-Exempt  
Hours: 28 hours/week

**Job Summary:**

Provides support and coordination for all areas of marketing and communication to all internal and external stakeholders. This role is a key team member and the role will coordinate closely with the Program and Development teams and the Executive Director to ensure that all communication needs are met. May perform other duties as assigned.

**Essential Duties/Responsibilities:**

***Marketing and Communications***

- Lead presentation of CSCVVS content and information online – website, social media, YouTube, Constant Contact, etc. Execute a social media strategy for CSCVVS.
- Lead creation of monthly/quarterly/annual newsletters and annual appeal letters.
- Lead creation of monthly program calendars, brochures, flyers and other program promotional materials.
- Support development activities with creation of donor letters and related materials.
- Develop new content, stories and related material to support CSCVVS's mission and to enhance the organization's image in the community.
- Participate in event planning and preparation, leading creation of content, advertisements, flyers, event signage, invitations and all related materials.
- Develop video and photo content for online use and print publications. Document the work of CSCVVS.
- Manage workshop/program event recordings and video archive on CSCVVS website.
- Manage appropriate use of company logo and messaging, with strict adherence to national and local branding guidelines.
- Annual ROI report preparation for sponsors.

***Community Outreach/Public Relations***

- Lead/coordinate volunteers required to support CSCVVS community involvement including Speaker's Bureau, event tables and similar community activities.
- Build positive relationships with press outlets. Assist Executive Director with writing and distribution of press releases.
- Manage inquiries from any third party wishing to organize an event for CSCVVS.
- Manage media sponsors after sponsorship agreement confirmation, to fulfill sponsor benefits.

**Knowledge, Skills and Abilities (minimum qualifications):**

- Strong work ethic, commitment, and engagement.
- Strong organizational and multi-tasking skills.
- Ability to manage change and be open to new processes and ideas.
- Design experience preferred (Adobe Suite).
- Excellent verbal and written communications, and interpersonal skills.

- Experience utilizing all key social media sights (Facebook, Instagram, etc.).
- Excellent computer skills (Office 365 including Word, Excel, Outlook, Power Point).
- Experience as key Zoom organizer and backend facilitator.
- Positive attitude and capability to work as a team.
- Ability to work well under pressure and within multiple priorities and timelines.
- Willingness to learn new skills and new technologies.

To apply, please send a resume and cover letter to [jobs@cancersupportvvsb.org](mailto:jobs@cancersupportvvsb.org) with the desired position as the subject line of the email. The cover letter should include why you are interested in the position, and why you believe you would be a good fit. To learn more about CSCVVSb please visit <https://www.cancersupportvvsb.org>