

Job Opportunity Posting

Posting Date: 9/16/2021
Post Expires: 10/7/2021
Title: **Marketing Coordinator**
Grade: 15– Non-Exempt
Department: Marketing
Posting Number: HR 21-09-2

Position Summary

Staff person will support the work of the Marketing Director and executives on tasks directed at maximizing Presbyterian Foundation efforts while undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities. Additional component of this position includes support functions for the Senior Director for Funds Development for Theological Education.

Scope & Breadth of Position

This position reports to the Director of Communications and Marketing of the Presbyterian Foundation.

Major Duties and Responsibilities

- Coordinates TEF projects and communications.
- Fulfills materials requests for TEF representatives, while monitoring inventory levels and reordering as needed.
- Must ensure that quality service is provided in the most cost-effective manner.
- Investigates and resolves complex order issues.
- Packs and prepares orders for shipment as needed.
- Receives and stocks new merchandise.
- Monitors marketing mailbox and distributes requests to appropriate staff person. Responds to constituent in appropriate and timely manner.
- Provides fulfillment support to Ministry Relations Officers
- Retains and archives collateral as required by the Presbyterian Foundation document retention team.
- Read and evaluate written text for grammatical and typographical errors as needed.
- Writes communications pieces as needed.
- Coordinates social media content and measure success of social media campaigns.
- Social media savvy, including but not limited to Facebook and Twitter, including the ability to produce simple graphics to accompany each.
- Cultivate stories and social media posts while attending events as necessary.
- Serve as back-up support for Content Design Specialist position.
- Assists marketing manager and executives with special projects.
- Coordinates distribution of print pieces
- Updates CRM with changes to and e-newsletters
- Helps to maintain in-house supply of collateral
- Helps to maintain paper and printer supplies

- Ability to learn and complete changes to the website while monitoring for possible changes or broken links.
- Other duties as assigned

Relationships

This position interacts with Presbyterian Foundation employees, constituents, as well as enhances relationships with regional church leaders, prospects, and other sources for supporting the organization.

Experience and Job Related Requirements

- Ability to make administrative/procedural decisions and judgments
- Good understanding of office marketing principles
- Excellent written and oral communication skills
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with a customer-oriented approach
- A working knowledge of Adobe CS preferred
- Knowledge of MS Office, marketing computer software and online applications
- Excellent communication and people skills
- Ability to handle multiple tasks and constant flow of incoming requests
- Acquire general knowledge of products and services along with detailed familiarity to marketing data and materials.
- Knowledge of desktop publishing and database management preferred, but not required.
- Bachelor's degree or equivalent experience preferred.
- Ability to read and interpret marketing material documents, write routine reports and correspondence, and possess aptitude for basic math.

Physical Requirements

- Ability to verbally communicate with management, co-workers, and Clients both individually and in a group/team setting. Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common.
- Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- May occasionally be required to lift 30lbs.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.
- Good reasoning ability is required to solve a wide range of business problems.

Work Environment

- The job is performed indoors in a traditional office setting.
- Activities include extended periods of sitting and extensive work at a computer monitor and/or telephone.

Forward resume to Lisa Pesavento
lisa.pesavento@presbyterianfoundation.org
Attn: HR Posting #21-09-2

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