

Marketing Coordinator Position Description

The Marketing Coordinator is a full time, union, non-exempt position at the Osher Marin Jewish Community Center in San Rafael, California requiring 40 hours per week. Ability to perform in a fast-paced environment. The primary role of this position is to traffic projects, act as liaison with vendors and freelance designers, and coordinate other daily operations of the Marketing Department. Reporting to the Marketing Manager, the Marketing Coordinator's goal is to support the Marketing Department so that it can achieve the organization's goals and objectives.

Responsibilities:

- Maintain Marketing Dept. production calendar and online proofing system.
- Receive, log, traffic & track all print collateral work orders. Liaison to graphic designers.
- Ensure changes are made on proofs before forwarding to depts. for approval.
- Work with the Creative Digital Director and Marketing Manager on the online campaigns and social media presence.
- Post press releases on Full Calendar and make sure they appear on calendar listings for Pac Sun, Marin IJ, J weekly, Marin Mommies, and Marin Magazine.
- Work with Marketing Manager to manage production of lobby display slides.
- Update all collateral within JCC (Banners, Scrims, Posters, Flyers, Brochures, Door Signs).
- Work with Marketing Manager on production of eblasts.
- Work with Marketing Manager and Development Director to compile J Stories and videos - post their image and story, video, etc. on Facebook and website.
- Work with Marketing Manager to produce promo videos for JCC
- Work with Marketing Manager to update our social media presence so it is cohesive and help other departments to post on their pages.
- Photograph H&F staff for website, festivals, and occasional events around the JCC.
- Manage Flickr JCC Photo Library.

Preferred Qualifications:

- Bachelor's degree plus two or more years of relevant experience in marketing, project management, social media posting, email newsletter production, or other related field
- Excellent organizational, oral and communication skills.
- Excellent computer skills using latest versions of Microsoft Office platform, Google Docs.
- Positive, upbeat and outgoing attitude with a sense of humor.
- Dependable, detail-oriented; comfortable juggling multiple deadlines in a fast-paced, high-energy environment.
- Ability to maintain effective relationships with management, employees, and vendors— a true team player.

Salary & Benefits:

- Professional II union classification - \$22.44 hourly
- Health & dental insurance; life insurance; retirement, 125 plans, paid vacation days starting at 10 days per year; 13 paid sick days per year; up to 15 National & Jewish holidays per year; up to 5 emergency leave days per year; bi-annual CPR, 1st Aid & AED training; JCC full facility family membership; discounts on JCC programs & events.

