Job Title: Marketing Coordinator
Reports to: Executive Director
Classification: Full-Time
Work Schedule: Mondays – Fridays. Occasional nights and weekends may be required.

Position Overview:
River Legacy Foundation, a nonprofit 501 (c) (3) organization, is searching for a full-time Marketing Coordinator. The Foundation manages River Legacy Living Science Center and its environmental education programs. The Marketing Coordinator will be responsible for all aspects of managing the marketing of the Foundation’s programs, festivals, fundraising events, visiting and permanent exhibits, and day-to-day activities of River Legacy Living Science Center. Must have knowledge of social media, e-mail marketing campaigns and must be proficient or willing to learn Adobe Creative Suite.

Responsibilities:
• Managing the Foundation’s social media accounts, including creating and posting content, and maintaining social media calendar
• Planning, writing, and sending monthly e-mail campaigns
• Updating website content and media in WordPress
• Assisting Development Director and Event/Exhibit Manager with event sponsorships and marketing
• Writing and sending press releases to media contacts, and maintaining media contacts
• Organizing and coordinating donations from the organization for outside fundraisers, contests, etc.
• Creating and ordering event and exhibit signage
• Designing and printing collateral and fliers for educational programs and events
• Planning, writing, coordinating and editing annual newsletter
• Assisting in writing, editing, or designing end-of-year giving appeal letters and campaigns
• Coordinating photography and videos of events and programs
• Creating and booking advertising contracts with media partners
• Maintaining consistent brand standards and voice for the organization
• Compiling quarterly marketing impact reports
• Additional duties as assigned

Qualifications:
• Bachelor’s degree in related field OR relevant experience
• Must be personable and well organized
• Must have strong oral and written communication skills
• Experience with Constant Contact or similar e-mail marketing program a plus
• Experience with Adobe Creative Suite software a plus
• Experience with Wordpres a plus
• Social media platforms including, but not limited to Facebook, Instagram, Twitter, LinkedIn
• Experience with Microsoft Office Suite

Benefits:
• Paid Time Off
• Health Insurance Coverage

Submission:
Applicants must submit resume via email to Jill Hill at jill@riverlegacy.org. Selected candidates will be contacted for an interview.

River Legacy Foundation is an Equal Opportunity Employer

Information about River Legacy Foundation, River Legacy Park and River Legacy Living Science Center can be found at www.riverlegacy.org