



Position Description

Position Title:	Marketing Project Coordinator
Status:	Non-Exempt
Position Reports To:	Vice President of Operations
Schedule:	Full time up to 40 hours per week with some flexibility in scheduling. May be required to work additional and/or evening/weekend hours for special events.
Salary Range:	\$35,000 - \$55,000

I. General Summary of Responsibilities:

Responsible for helping teams plan and execute projects to achieve goals. A project coordinator is the glue that helps keep projects – and people – together. This person is responsible for planning, organizing, managing and executing projects from beginning to end. The project scope can vary from single pieces of collateral to multi-faceted, multi-channel marketing campaigns. Attention to detail is crucial.

II. Position Duties:

- Works closely with the Public Awareness Team to help develop, design and implement marketing strategies and initiatives
- Manages all marketing communications projects by coordinating timelines, budgets and deliverables between all team members and defining project tasks and resource requirements
- Plans and schedules project timelines
- Coordinates administrative activities of the marketing communications team, including managing contracts/bids, invoices, inventory management, billing and more
- Coordinates and manages events and volunteers as necessary
- Assists with the management of all digital platforms (websites, social media channels, email database), including data management and ongoing web maintenance as well as content management
- Assists with managing all youth-facing social media channels, including ongoing monitoring to optimize and report on social marketing initiatives
- Constantly monitors and reports on progress of the project to all stakeholders
- Participates in trainings and/or continue education on relevant material for professional development
- Performs other duties as assigned

III. Qualifications:

Bachelor’s degree in marketing, communications, business, journalism or related field or equivalent job experience preferred. One to two years of relevant experience, specifically in the areas of marketing, advertising and communications required.

A strong background in information technology or web development is highly encouraged. A superior attention to detail and ability to manage multiple tasks effectively – on time and on budget – are a must, as is accountability and punctuality. Experience with paid social media and social media targeting, as well as nonprofit marketing preferred.

Skills and Knowledge	Required	Preferred
Understanding of the importance of diversity and inclusion and principals of social justice.	X	
Ability to communicate the mission and values of the Women’s Fund.	X	
Valid driver’s license and vehicle.	X	
Ability to adapt to inconsistent working hours.	X	
Strong understanding of marketing principles and a demonstrated capability to coordinate multiple individuals and their projects requires highly developed analytical and problem-solving abilities.	X	
Ability to conduct market research and anticipate trends.	X	
Ability to work collaboratively with team members and other project members, managing expectations, deadlines and various projects from everyone involved.	X	
Ability to maintain excellent communication with diverse groups via email, phone and face-to-face in order to keep multiple projects on track.	X	
Ability to use performance metrics to drive communications strategies. Track metrics, analyze results and create insights that inform marketing decision-making.	X	
Ability to work proactively and independently.	X	
Highly meticulous/very detail oriented with ability to prioritize multiple tasks in a fast-paced, changing environment.	X	
Proficiency in Microsoft Office Suite.	X	
Skilled in managing electronic databases and websites.	X	
Skilled in effective written and verbal communication.	X	
Experience using relational databases (CMS) and other social media scheduling tools.		X

Last Revised: June 2019

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

How to Apply

Interested applicants should send a cover letter and current resume to Erin McArthur at EMcArthur@OmahaWomensFund.org.

About the Women's Fund of Omaha

The Women's Fund is a nonprofit organization dedicated to improving the lives of Omaha-area women and girls. As a trusted expert in the community, the organization identifies critical issues, funds innovative solutions and influences dynamic change. Since its beginning in 1990, the Women's Fund has supported local agencies with more than \$26 million in grants for programs that address the most pressing issues as identified by its research and has established its own programs to meet unaddressed needs. It is the only foundation that provides grants exclusively to programs for Omaha's women and girls, and is the leading organization researching issues concerning Omaha women and girls in order to raise awareness and drive change. For more information, visit OmahaWomensFund.org.

Non-Discrimination Policy

The Women's Fund of Omaha does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship status, veteran status, political affiliation or economic status, in any of its programs, activities and employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and partners.

The Women's Fund is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.