COMMUNICATIONS CONTENT COORDINATOR.2020

Job Category: Development

Job Status: Full-time

Reports to: Marketing & Communications Manager

Job Summary: Under the immediate supervision of the Marketing and Communications Manager, the Communications Content Coordinator assumes responsibility for creating, writing, and maintaining marketing collateral for FosterAdopt Connect. Assists with social media, website, and legislative campaigns as directed by annual development marketing plans and CEO-driven efforts.

Responsibilities: Primary responsibilities include but are not limited to:

- Design and produce material for print and web distribution, including ads, newsletters, logos, annual report, infographics, invitations, brochures, flyers, presentations and additional marketing collateral as needed
- Works with internal teams to highlight new products/program and new product/program information
- Assists in managing website projects
- Strategize and execute all existing and new social channels
- Optimize campaigns to efficiency and scale
- Build and execute a paid social testing roadmap
- Build reporting to deliver performance trends that inform channel optimizations
- Communicate with followers, respond to queries in a timely manner, and monitor customer reviews in a fast-paced environment
- Brainstorm new and creative growth strategies
- Assumes and performs other duties and responsibilities as assigned

Qualifications

- A bachelor's degree in marketing, graphic design, journalism, etc.
- At least 2 years of professional experience in graphic design, corporate marketing, and/or communications. Agency experience preferred.
- Professional content writing and graphic design experience.
- Photography and videography skills a plus.
- Experience managing and optimizing paid social channels to drive efficient campaigns and a consistent brand voice
- Strong problem-solving and the ability to analyze information and make data-driven recommendations
- Must have an appetite to acquire new knowledge and skills quickly and independently
- Good project management skills with proven ability to complete complex projects on time
- Proficiency in Adobe Creative Suite
- Creative mindset and strong writing skills
- Must have strong verbal communication and be comfortable speaking with customers and partners regularly
• Passion for working in a fast-paced environment, comfortable with continuous change, and a willingness to roll up your sleeves and perform duties outside those described
• Able to effectively communicate with remote team members

**Compensation and Benefits**

• Compensation commensurate with experience
• Full-time, exempt position
• Health, dental, vision, short and long-term disability, and life coverage options provided
• We pay 100% of long-term disability and life insurance premiums and 50% of health insurance costs. Additionally, we offer a match for a 403(b) retirement plan. We also provide access to dental insurance and short-term disability for purchase.

_FosterAdopt Connect does not and shall not discriminate on the basis of race, color, religion, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its programs or services. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and members._