



Junior Achievement of South Florida – Marketing Coordinator

Position Description: The Marketing Coordinator reports directly to the Marketing Manager and assists with a wide variety of marketing and communication projects, including social media, print publications, email campaigns, etc. Working with the Marketing Manager, the Marketing Coordinator will help create, edit, and manage content that is shared internally within the organization as well as with Junior Achievement’s external audiences. This position will work with numerous departments within JA to generate content for various channels. This position includes a variety of responsibilities, however producing high quality written content and generating creative campaigns and messaging is a primary focus.

Essential Duties and Responsibilities:

- Write content for social media, website, press releases, eNewsletters (distributed via Constant Contact), etc.
- Work with the Marketing Team to create innovative ideas and concepts to increase the awareness of Junior Achievement of South Florida through a variety of initiatives
- Capture and organize photos and video of Junior Achievement of South Florida’s programs to be used for social media and other marketing purposes
- Post to social media sites, including Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Create, proofread and edit all marketing materials
- Attend program and fundraising events to help capture content and post to social media
- Knowledge, Skills, and Abilities:
- Extremely strong writing ability
- Highly creative with the desire to try new techniques and methods
- Ability to utilize social networking sites to promote Junior Achievement of South Florida
 - Ability to handle several projects simultaneously in a dynamic, deadline-driven, team-oriented environment
- Highly organized
- Unquestionable personal code of ethics, integrity, diversity and trust
- Self-starter; ability to anticipate next steps; proactively take actions necessary to produce results
- Ability to multi-task; ability to take responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision
- Resourceful; creative problem solver

Experience and Qualifications:

- Bachelor’s degree in (or currently enrolled studying) creative writing, journalism, marketing, communications, public relations, or related field
- Have experience using digital cameras
- Proficiency in Microsoft Outlook, Word, Excel, PowerPoint required;
- Microsoft SharePoint and Teams a plus

- Experience with WordPress and/or Constant Contact a plus
- Knowledge of Adobe products (Photoshop, InDesign, Illustrator, Acrobat, Premiere) a plus
- Compensation and Schedule:
- This is a salaried position with a compensation package that includes generous Paid Time Off, medical benefits fully paid for the employee and additional workplace benefits
- Regular work hours are 8:30am – 5pm (minimum 40-hour work week), however fulfilling responsibilities and meeting goals may require additional hours.
- This position requires the Manager to work from administrative offices at JA World.
- Special event support will be required on some weeknights, weekends, and holidays.

Physical Requirements: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

About Junior Achievement of South Florida

Junior Achievement of South Florida (JA) inspires and prepares youth to succeed in a global economy. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit; offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. Last year, with the help of over 7,100 trained corporate and community volunteers, JA delivered over 20 various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach counties and at JA World Huizenga Center at the Lillian S. Wells Pavilion, a first-class facility housing JA BizTown and JA Finance Park. For more information about Junior Achievement of South Florida, visit www.JASouthFlorida.org.

To apply, please send your cover letter, resume and writing samples to Christopher@JASouthFlorida.org with the subject line of “MARKETING COORDINATOR”.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company’s brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company’s business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on: Facebook.com/StrategicPhilanthropy Twitter: @StratPhil