



Junior Achievement of South Florida - Marketing Coordinator (Part-Time)

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 and Marketing Specialist, 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.

Primary Duties and Responsibilities:

- Write content for social media posts, website, press releases, eNewsletters (distributed via Constant Contact), etc.
- 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, Snapchat, LinkedIn, YouTube and Hootsuite
- Ensure quality of marketing materials by helping to create, proofread and edit all materials
- Work with the Marketing Team to create innovative ideas to increase the awareness of Junior Achievement of South Florida through a variety of initiatives
- Attend program and fundraising events as necessary to help capture content and post to social media

Knowledge, Skills, and Abilities:

- Extremely strong writing ability
- 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
- Solid knowledge of and proven skills in the use of Microsoft Word, PowerPoint, Excel and Outlook
- Knowledge of Adobe products (Photoshop, InDesign, Illustrator, Acrobat, Premiere) is a plus, but not necessary
- 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) writing, marketing, communications, public relations, graphic design or other related field

- Have experience using digital cameras
- Have a flexible schedule – may require some evening and weekend hours
- Reliable, consistent work attendance is a requirement and essential function of this position

Schedule & Compensation

- Hours: Approximately 15/week. Times can vary depending on individual's schedule, but typically between 9am-5pm.
- Compensation: \$12 per hour

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 7,000 trained corporate and community volunteers, JA delivered twenty-plus various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach Counties. For more information about Junior Achievement of South Florida, visit www.jasouthflorida.org.

To apply, please send your cover letter, resume and writing or other project 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