



PARKER COUNTY CENTER OF HOPE

Marketing Coordinator

Reports to: Community Engagement Manager

Job summary: The Marketing Coordinator creates, develops, and delivers marketing ideas and materials while ensuring social media and publications are supportive of and consistent with Center of Hope values and strategies. The work for this position is done on-site at Center of Hope, and requires regular contact and coordination of work with supervisors and other employees, in-person interaction with colleagues, volunteers, supporters, and participants, as well as immediate access to documents, resources, and other information located at Center of Hope.

Essential Functions:

- Design and produce materials to create a cohesive image and message for print and online communications, including, but not limited to the following: newsletters, brochures, annual reports, fundraising materials, event invitations, and print/electronic media ads
- Maintain Center of Hope websites: design, content, and operation
- Manage, create, and publish content on all social media platforms
- Write articles for internal and external publications
- Develop and maintain photo library; photograph events and relevant activities
- Assist with fundraising activities
- Create monthly and yearly reports on marketing activity, social media, and web site analysis
- Attend and participate in departmental and Center of Hope meetings and professional development activities as directed
- Other responsibilities, as requested by supervisor and/or CEO

Qualifications:

- Actively involved in a Christian church; personal life reflects strong Christian principles
- Bachelor's degree preferred
- 2+ years of professional experience in communications, marketing and/or related field
- Advanced knowledge of Adobe Creative Suite and Microsoft Office Suite
- Experience with WordPress, Constant Contact, and Canva Pro preferred
- Strong writing and communication skills; organizational and interpersonal skills
- U.S. citizenship or permanent residency; legally authorized to work in the USA
- Ability to work independently and as a team member

Work week expectation:

- This is a full-time, non-exempt position of 35 hours per week with a 4-day work week, Monday-Thursday.
- Although primary working hours are during the day, on occasion, some evening and/or weekend work will be required to complete tasks.

Physical requirements of this position:

- Prolonged standing and walking, sitting at a desk and using a computer
- Physically able to bend, stoop, and lift to facilitate job responsibilities noted above
- Must be able to safely routinely lift/move items weighing up to 10-15 pounds, and occasionally heavier items up to 25-30 pounds as needed
- Vision and hearing must be sufficient to interact with other staff, volunteers, donors and participants and to carry out the responsibilities of the job as noted herein

To apply: Send cover letter and current resume to Kathryn Thompson, kathryn@centerofhopetx.com