



MARKETING COORDINATOR

JOB DESCRIPTION

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Do you have a flair for social media? Are you familiar with website design? Is communication one of your strengths?

Reporting to the Executive Director, you will work with TKUSA to execute their marketing and communications plan. You will help to design and deliver a strong social media presence while keeping our students informed along the way.

Responsibilities

- Support the Executive Director and VP Internal in the development of a marketing and communication plan.
- Create content aligning with the marketing and communications plan.
- Schedule social media posts each month.
- Coordinate social media with Student Life, Athletics and The King's University marketing.
- Photography and videography of events, social media campaigns and website content.
- Create and develop the TKUSA newsletter.
- Consistent and continuous development and editing of the TKUSA website.
- Maintain Logos, marketing materials and all content/photos on TEAMS and organization of Canva account.
- Strategize student engagement activities and projects.
- Support for the TKUSA team as needed.

What are we looking for?

Our ideal candidate is a creative individual with strong communication skills. They must be able to take initiative and work independently while operating within a busy non-profit organization. This person will be excited about making an impact and showing leadership in their work. They will have experience working with social media projects and comfort with website management. We are looking for an enthusiastic King's student who will be a part of a student-driven and student-serving team.

Details

Hours: 6-8 hours per week (flexible)

Contract term: August 30, 2024- April 30, 2025

Pay: \$15/hour