



Job Description

Title:	Marketing/Communications Coordinator
Reports To:	VP of Communications
Hours:	Full time salaried position with some evenings and weekends required

Description:

9Health, one of Colorado's most loved non-profits, is seeking a Marketing/Communications Coordinator to join our team. Our vision is that everyone has the opportunity, and progresses toward making health positive choices, This position will play a critical role in helping the organization shift its brand to include new products and services in order to engage in better health every day.

Responsibilities:

Marketing/Communications: 70%

- Responsible for creating the design, content and messaging of all marketing assets while understanding and holding the standard and integrity of the brand for 9Health initiatives including 9Health Fairs, 9Health Education Media and 9Health eTools.
- Assists with the creation of health education media including video, digital, written and other emerging channels
- Responsible for delivery of all marketing assets on time (print, website, social media, email marketing)
- Supports internal departments on projects
- Works with outside design, print and mail house vendors to ensure that marketing materials are completed based on organization deadlines
- Monitor and assist digital marketing efforts in collaboration with agency
- Supports VP of Communications with deploying media and marketing campaigns with 9NEWS, and other key media partners and sponsors.

Sponsorships: 15%

- Assists with preparing sponsor proposals, securing and managing sponsors and executing on sponsor deliverables with VP of Communications and Marketing.
- Generates final sponsor tracking report for 9Health sponsors and works with appropriate 9Health departments to gather appropriate data for reports.

Community and Volunteer Engagement: 10%

- Fully participates in the community and volunteer engagement initiatives of 9Health;
- Helps with volunteer recruitment, cultivation and leadership development where appropriate within job responsibilities
- Incorporates 9Health's outreach to diverse communities where appropriate within job responsibilities.

Administration/Other Duties as Assigned: 5%

Qualifications:

- Bachelor's Degree in marketing, communications, journalism, or similar field
- Minimum of two years of job-related experience.
- Strong verbal presentation skills, exceptional writing, editing and communication skills
- Superior working knowledge of MS Office Suite and graphics programs such as InDesign, Photoshop, Adobe Premiere, Canva, etc.
- Copywriting experience both marketing copy as well as blog copy and proofreading proficiency
- Self-starter, a quick learner and able to prioritize multiple projects
- Highly organized and detail-oriented
- Team player with a positive, professional and reliable demeanor
- Passion for the 9Health mission is critical; health education background desirable
- Knowledge of traditional and digital marketing tools and experience with research methods using data analytics software
- WordPress experience, video editing skills, experience with SEO/SEM campaigns a plus
- Able to occasionally lift up to 50 pounds
- Valid driver's license and good Motor Vehicle record
- Bilingual (Spanish) desired

Additional Information:

Casual work environment
Increased hours, including travel as needed during peak season
Full benefit package

Measures of Success:

- Successful achievement of objectives in the annual operational plan, and achievement of revenue goals stated in the budget
- Timely development and completion of department tasks, goals, plans and budgets
- Follow 9Health policies and procedures
- Responsive and quality communications with all staff and outside community members
- Successful communication with and cultivation of volunteers, sponsors and donors at all levels

How to Apply:

Apply online at: <http://www.jobs.net/j/JfWXUooV>

Please include resume, cover letter, writing samples and three references.

NO PHONE CALLS PLEASE