



July 22, 2021

Marketing Coordinator Position Announcement

The **Marketing Coordinator** is a 3/4-time position. This talented marketing professional designs with staff and stakeholders, implements, evaluates, and reports on the organization's marketing campaigns and ongoing marketing activities.

The Marketing Coordinator reports directly to the Colorado Humanities Executive Director and other individuals as designated.

The Marketing Coordinator will:

1. Work with the CH staff, contractors, and partners to plan marketing campaigns for the organization and its programs.
2. Implement approved marketing plans through online, print, and broadcast media and the activation of networks.
3. Work with development staff to engage donors through campaigns, letters, and stakeholder reporting.
4. Create or update web pages, social media accounts, customer relationship management messaging, newsletters, direct e/mail, press releases, and supervise the creation and updating of fact sheets and brochures.
5. Coordinate all aspects of production for promotional videos, from bid and pre-production to filming and editing, including securing contractors.
6. Collect and use outcomes and stories of impact from partners, presenters, donors, grantees, and participants.
7. Help create reports for stakeholders, including NEH and others as needed.
8. Market the organization and all of its programs and initiatives.
9. Perform other duties as assigned.

The successful candidate is a talented team player who can work well with a great variety of people; is very organized; is a clear communicator with a command of Standard Written English; has Google, Zoom, WordPress, spreadsheet, word processing, social media (Facebook, Instagram, Twitter), and presentation skills; and has general marketing experience working with print, social, and broadcast media, including some video production. Spanish or other languages, and StreamYard or ReStream production software skills are a plus.

Colorado Humanities is an equal opportunity employer and complies with all Federal and Colorado laws regarding non-discrimination.

Interested candidates should submit a letter of interest, resume, and link to a marketing campaign they coordinated to Brynda Shingles at shingles@coloradohumanities.org. No calls please. Position open until filled.