

Job Title: Marketing Coordinator

Classification: Full-time, Hourly

In collaboration with the Executive Director and Director of Programs, the Marketing Coordinator is responsible for the planning and execution of all special events, initiatives and communications on behalf of The Education Foundation of Alachua County. This position is also the designated staff member assigned to The Education Foundation of Alachua County's Marketing Committee.

Specific responsibilities include:

- Developing tailored collateral materials for The Education Foundation of Alachua County (annual report, program rack cards, mentor recruitment materials, etc.)
- Cultivating relationships with local media and distributing press-releases as appropriate
- Promoting community engagement through external newsletters and e-communications
- Working with Education Foundation Board Members to hold regularly scheduled marketing meetings
- Planning and executing fundraising events and campaigns such as The Education Gala, Teacher of the Year, O2B A Kid Again, and The Amazing Give
- Managing marketing and special event intern program
- Creating and managing timely dissemination of TEFAC messaging and information through all social media platforms
- Ensuring all content on TEFAC website is relevant, accurate and effective
- Responsible for recording donations when they arrive at The Education Foundation and issuing a proper receipt.
- Collaborating with Executive Director on creation and delivery of donor stewardship and solicitation efforts.
- Serving as office administrator for purchases

Requirements:

- Bachelor's Degree required
- 2-5 years of experience with marketing, communications and special event planning
- Enthusiastic, strong attention to detail. Capable of follow-through and able to work under pressure to meet deadlines and prioritize tasks.
- Superior written and oral communication skills
- Must submit writing and design samples with application.
- Occasional After-hours and weekend events are required.
- Knowledge of social media

Employment Eligibility:

- All offers of employment at The Education Foundation of Alachua County are contingent upon clear results of a thorough background check as required by federal, state, and local agencies.
- Proof of employment eligibility as required by law.
- Proof of any diplomas or degrees indicated as a core qualification.

As an equal opportunity employer, The Education Foundation of Alachua hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.

Supervisor: Executive Director

Compensation: \$19-\$20/hour

Anyone who is interested should send their cover letter and resume to Rachel Debigare at Debigarere@gm.sbac.edu