



Marketing Coordinator

Primary Responsibilities:

- Develop marketing strategies.
- Draft brochures, media kits, information packets, etc.
- Assist with written materials including press releases, talking points, newsletters, etc.

Experience:

- At least two (2) years of experience marketing experience.
- Demonstrated success in leading media and public communications efforts.
- Strong interpersonal and teamwork skills.
- Exceptional writing, research and verbal communication skills.
- Attention to detail and ability to work independently.
- Immediate ability to use such programs as: Word, Excel, Outlook, Publisher, and PowerPoint.