



Marketing Coordinator

Cincinnati is beautiful. We are committed to keeping it that way! Keep Cincinnati Beautiful is seeking a Marketing/Social Media Coordinator for our team to support efforts across all of our program areas and to promote the mission and brand of Keep Cincinnati Beautiful. The Marketing Coordinator will work 32 hours per week (which is full-time with benefits), be paid based on experience (\$17-\$20/hr.), and report to the Development Manager. Currently, most work is performed remotely however up to 25% of the Marketing Coordinator's time will be needed at the office at 1115 Bates Avenue Cincinnati Ohio 45225.

Responsibilities

- Manage internal and external communications for the Organization including City, funders, corporate sponsors, and potential stakeholders.
- Design and implement along with the Board of Trustees Marketing and Community Relations Committee a full-scale public awareness campaign for the Organization.
- Serve as agency administrator and content organizer for website, email hosting, and general technical support
- Take responsibility for the continued development and implementation of KCB's brand strategy to maximize volunteers, supporters, and ambassadors.
- Ensure all marketing efforts, including choices for social media and website activities, directly contribute to Keep Cincinnati Beautiful's business and mission goals.
- Assist with copy and content sourcing for the Annual Report.
- Hone and maintain a directory of mission support materials for each program and assess strategies for distribution to maximize program effectiveness.
- Assist with donor mailings and database management
- Be an auxiliary support to all programs as needed.
- Develop metrics for measuring effectiveness relative to resources for all marketing and social media channels.

Knowledge, Skills and Abilities

- Bachelor's Degree in a related field
- One or more years of experience in fast-paced, multi-program office environments
- Driven, detailed, outgoing, self-starter who can work collaboratively on a team
- Able to balance competing priorities, complex situations and tight deadlines
- Proficient in Microsoft Office or similar
- Emotional intelligence to work with a range of staff, board, partners and stakeholders
- Experience in graphics is preferred
- Resilient
- Passionate about Keep Cincinnati Beautiful's mission.

This position may or may not be combined with another Office Manager part-time position to create a 40 hour per week position. You may access that position description also [here](#).

Interested persons please send resume and any graphic design work samples as pdf attachment to:

Jonathan@KeepCincinnatiBeautiful.org with "Marketing Coordinator Position" in the subject line. Include a few sentences about which of the keywords below best describe you in either the body of the email or a cover letter no longer than one page. **Keywords:** Problem Solver, Resourceful, Critical Thinker, Anticipate Needs, Foresight, Organized, Adaptability, Team Player

Keep Cincinnati Beautiful is a not for profit corporation whose mission is to educate and encourage individuals to take greater responsibility for their community environments. Qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, or national origin.