



Digital Marketing & Communications Coordinator

Part-Time | 6-month contract

Interested candidates should email a resume and cover letter to kathryn@recitynetwork.org with Subject Line: "Marketing Coordinator 2021 - Your Name"

Undergraduate seniors and Graduate students are encouraged to apply.

Job Description:

ReCity's Digital Marketing & Communications Coordinator will report directly to the Executive Director, and will work to support the Operations Manager, Programming Coordinator, Development Coordinator, and Executive Director. This person will be responsible for the planning, editing, execution, and reporting of all ReCity marketing and communications, in order to effectively and authentically tell the ReCity story.

Responsibilities Include:

- Curating, collecting, and organizing content for all ReCity marketing channels.
- Managing and maintaining all digital marketing systems including, but not limited to, social media calendars, newsletter calendar, blog calendar, etc.
- Providing monthly marketing reports - tracking, monitoring, and managing metrics for social media, newsletters, the website, etc. Reports may be requested more frequently by ReCity staff.
- Consistently engaging our current social media audience.
- Supporting the maintenance and improvement of the ReCity website and Member Portal.
- Promoting all external materials and growing the audience for [the JUST Podcast](#).
- Creating and curating assets (photos, videos, graphics) as necessary.
- Researching current events, relevant articles, thought leadership pieces, etc.
- Assisting in the optimization of marketing and communications systems.

Requirements

- A successful candidate will be highly communicative, proactive, adaptable, and teachable.
- Must have a deep commitment to justice, equity, and anti-racism.
- Marketing, communications, nonprofit, and/or entrepreneurial experience preferred.

Compensation

Commensurate with experience

Hours

10-15 hours/week