

Job Title: Marketing Communications Coordinator

Job Summary: The Communications Coordinator will play a vital role in amplifying our messaging, creating compelling content, driving audience engagement, and boosting brand visibility that aligns with our mission and values. This role requires a creative and detail-oriented individual who will coordinate and implement various marketing projects. Additionally, the ideal candidate will excel in content creation, producing compelling materials that resonate with our audience across multiple platforms.

Exempt/Non-Exempt: Non - Exempt

FT/PT: Part-time in office (20-25 hours / week) *Not eligible for benefits*

Salary: \$28-\$32 / per hour

Reports to: VP of Marketing

Supervisory Responsibility: None

Duties/Responsibilities:

- **Project Coordination:** Coordinate and implement marketing communications projects, ensuring consistency across all platforms.
- **Content Creation:**
 - o Develop, write, and edit high-quality content for TSF platforms.
 - o Design visual collateral for campaigns, ensuring alignment with branding guidelines.
 - o Collaborate with internal teams to produce multimedia content such as videos, infographics, emails, and podcasts.
- **Social Media Management:**
 - o Manage and grow social media presence by creating and curating engaging content.
 - o Monitor social media channels for trends and opportunities to engage with the community.
 - o Analyze performance metrics and adjust strategies to optimize engagement and reach.
- **Market Research:** Stay ahead of the curve by researching and identifying the latest social media and graphic design trends. Apply these insights to continuously enhance our content and brand presence.
- **Performance Tracking:** Monitor and analyze the effectiveness of all content across different platforms. Use metrics and feedback to refine and optimize future content and campaigns.



855.873.5873



303.927.6214

16995 Pine Lane
Parker, Colorado 80134

- **Branding & Messaging:** Maintain consistent themes, messaging, and branding in all communication touchpoints, ensuring The Solomon Foundation's values and mission are effectively communicated.

Qualifications:

- 1-3 years of experience in a communications coordinator role or similar marketing role.
- Proven experience in coordinating marketing projects and creating compelling content.
- Excellent writing, editing, and verbal communication skills.
- Ability to manage multiple projects simultaneously, with a keen eye for detail.
- Proficiency in social platforms, content creation, and project management software.
- A proactive approach to problem-solving and a readiness to step into various creative challenges as needed.

Preferred Qualifications:

- Experience with social media management tools such as Hootsuite, Buffer, or Sprout Social for scheduling, monitoring, and analyzing social media content performance.
- Ability to use creative software to solve design challenges and create unique, engaging content that aligns with The Solomon Foundation branding guidelines.
- Knowledge of SEO and web traffic metrics.
- Understanding of the StoryBrand framework created by Donald Miller.

Spiritual: The ideal candidate should possess a clear understanding of the Restoration Movement (RMM) and demonstrate agreement with its principles. They should be an active member of a Christian Church that is part of the RMM. Additionally, their outside activities must reflect the highest ethical standards, aligning with and supporting the organization's goals and values. The candidate should treat people with respect, uphold commitments, inspire trust, and consistently work with integrity and ethical principles.

Physical Requirements: This role requires the ability to sit or stand in the same area for extended periods, often working on a computer and answering both cell and office phones. The position involves tasks like typing at a speed of 35 words per minute or more, as well as reaching, bending, and occasionally walking on uneven surfaces during site visits. Some travel may be necessary. Additionally, the role includes responsibilities such as booth and stage assembly for events, and the ability to lift approximately 15 pounds is required.

****Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities, but is merely the most accurate lists for the current job. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.**

