



Title: Marketing & Communications Coordinator

Reports To: Director of Community Engagement

Basic Function: THIS IS A PART-TIME POSITION: To support the ministry programs and events of Advance Memphis by effectively coordinating the marketing and communications efforts through newsletters, prayer letters, social media, the company website, graphic design projects, and other strategic and tactical communications. This role works closely with the Director of Community Engagement to help mobilize volunteers, donors and business partners in fulfilling the mission of Advance Memphis.

Responsibilities:

Communications

- Spread the good news about how God is at work through Advance Memphis by publishing a quarterly newsletter and coordinating with staff all other marketing communications across all communication platforms.
- Oversee, keep up to date, make recommendations for, and coordinate maintenance of the Advance Memphis website as Advance's primary digital communications outlet.
- Strategically manage Advance Memphis' social media resources to ensure accuracy and appropriateness of timing, alignment with our mission, and coordination with all other communications.
- Work directly with other staff members to effectively market and communicate programs, special events and Advance Memphis Staffing & Warehousing Services to our staff, volunteers, donors, and neighbors.
- Assist the Executive Leadership in promoting systems for effective internal communications.

Required Skills and Attributes:

- A Christian who believes God's Word is truth and strives to continually share God's unmerited grace to others in word and deed.
- Assist the Advance Memphis team to share the gospel and help residents of South Memphis go to work.
- Relational capacity for volunteers, staff, neighbors, board, donors, and community partners.
- Self-motivated and creative in owning work that supports the mission of Advance Memphis.
- Effectively uses marketing skills to help develop excellent events and effective written communications.
- Attention to detail and completion is vital to success in this position. Data entry and filing must be done without errors.
- Demonstrated knowledge of Microsoft Office and other basic computer skills including typing and internet proficiency.
- Ability or willingness to learn Salesforce or any database systems.
- Must hold a bachelor's degree or higher.
- Perform other duties and ad hoc activities as assigned by the Director of Community Engagement.

**Please send your resume to Kelsey Dees kdees@advancememphis.org if interested in learning more about this position.*