



## **Digital Marketing Coordinator**

North County Philanthropy Council (NCPC), a regional membership association of nonprofit and corporate professionals serving San Diego County communities, is seeking a part-time Digital Marketing Coordinator. Join an organization who promotes and strengthens philanthropy in our community!

The Marketing Coordinator is responsible for assisting with external communications and increasing awareness of NCPC's programs and resources through ongoing marketing to key audiences. This is a remote position, with weekly meetings (phone or in-person) with the Managing Director, monthly events (currently all virtual) during daytime hours and occasional evening events. Part-time: 15 hrs/week.

### **DUTIES AND RESPONSIBILITIES:**

- Plan monthly social media calendar; coordinate and update social media content
- Manage and maintain the NCPC website content; coordinate with web-hosting company
- Create monthly e-newsletters and event e-blasts
- Assist with production of print collateral including coordinating with outside designer
- Help facilitate basic video production - creation and execution
- Coordinate the photography needs of NCPC; assist photographer at events as needed
- Maintain media archive, including print and digital clippings, photo, video and other media assets
- Serve as staff support for NCPC functions (when back in-person)
- Other duties as needed to meet the needs of NCPC

### **QUALIFICATIONS:**

- Minimum 2 years of related work experience in communications or marketing, preferably with a nonprofit organization, including strong experience with social and digital media. High proficiency with Facebook, Instagram, Twitter, LinkedIn
- Bachelor's degree preferred
- Strong planning and organizational skills
- Team player with excellent interpersonal communication skills

- Computer proficiency in MS Office Suite (Word, Excel, Publisher, PowerPoint, Outlook)
- Graphic design and video editing experience preferred
- Must be local San Diego

Proficiency in Constant Contact, Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat), WordPress, and Google Analytics is a plus