**Communication and Marketing Coordinator**

**Full Time – Benefit Eligible**

**Reports to: Executive Director**

As the Communication and Marketing Coordinator at The Food Bank for Central and Northeast Missouri, you will play a vital role in furthering the mission of sharing food and bringing hope through the application of your marketing and communication strengths and experience. Your exceptional collaboration and creative skills will be utilized daily through strategic marketing and project coordination practices that will ultimately support and grow the integrity and vitality of The Food Bank in the eyes of the public.

**JOB QUALIFICATIONS:**

* Bachelor’s Degree required
* Exceptional oral and written communication skills with professional success in the field of marketing and communication, portfolio of prior work preferred
* Proficient with office and marketing technologies including Microsoft Office and the Adobe Creative Suite
* Solid understanding of website development processes and maintenance
* Experience coordinating the social media presence of a business or organization
* Strong collaboration and project management skills
* Strong visual storytelling skills in video, photography and design
* Sensitive to the needs of low-income people

**RESPONSIBILITIES INCLUDE:**

* Develop, coordinate and implement marketing material including promotions, announcements and advertising
* Develop publications, such as a quarterly newsletter and e-newsletters including writing, design, layout and publication
* Work collaboratively with senior leadership in the production of donor communications, direct mail pieces, brochures and other collateral pieces.
* Provide support in the implementation of special events, including promotions (both printed and media related), collaboration with involved third-parties and subsequent media releases
* Coordinate production of videos and other visual/audio marketing and communications efforts
* Maintain relationships with media (updating media contact information regularly); coordinating news conferences and distributing media releases
* Ensure brand compliance by staff, agencies and third-party events
* Organize and maintain all marketing materials, collateral and resources
* WORK AT ALL TIMES TO KEEP THE IMAGE OF THE FOOD BANK A POSITIVE ONE IN THE PUBLIC VIEW
* ALL OTHER DUTIES AS ASSIGNED

**Please send resume with cover letter to:**

**lindsayl@sharefoodbringhope.org**

**dhunt@sharefoodbringhope.org**