

Marketing Coordinator

What you'll be doing

We are looking for a creative, highly organized individual to join our team and help design, support, and coordinate our marketing efforts. You must have experience in both written and visual media and be both creative and analytical, while simultaneously seeing the “big picture”. We are looking for someone who has fantastic communication skills and excellent time management. You must have strong writing and editing skills and thrive in a creative, fast-paced, deadline-oriented environment.

You will be responsible for...

- Writing and developing content and design for brochures, flyers, invitations, newsletters, email campaigns, annual reports, website, etc.
- Providing ongoing maintenance and enhancement to the company website
- Ensuring compliance with brand standards while strengthening the company's brand across all forms of media
- Assisting in the planning and execution of special events and projects
- Organizing projects and ensuring timely delivery

What you can expect in this role

- Full-time, 35 hours/week, salary
- Hours: 8:00am - 4:00pm
- Location: East Providence
- Occasional evening work required for special events
- Occasional travel to Member sites during work hours

What skills & experience we'll need from you

- Degree in Marketing or Communications and/or a minimum of 5 years relevant experience
- Proficient in Adobe Creative Suite and Microsoft Office
- Advance working knowledge of WordPress
- Strong interpersonal and communication skills with the ability to effectively work independently and in a team environment.
- Strong attention to detail and ability to work under pressure and meet deadlines
- Photography and videography experience a plus
- Ability to multi-task and take initiative
- Must be outgoing