



MARKETING COORDINATOR

Knowledge, Skills & Abilities

Must possess, at a minimum:

- Candidate must have at least two years of experience in similar position or equivalent education
- Proficient in Adobe Creative Suite and publishing software, along with Microsoft Office Suite and Google Apps
- WordPress experience
- Social Media platform knowledge and use (Facebook, Instagram, LinkedIn, etc.)
- Proofreading, Presentation and Editing skills
- Contact database experience (Constant Contact or equivalent)

Key Competencies:

- Dynamic, self-motivated, ambassador of the organization
- High communication skills
- Creative skill set for media use (video/reels, up to date on trends, etc.)
- Ability to strategize and brainstorm
- Able to multi-task amidst interruptions
- Highly organized and efficient with time management
- Team player attitude
- Flexibility and resourcefulness

Work Environment:

- Normal office environment with independent work practices
- Must have a valid Florida Driver's License
- Excellent organizational, verbal and written communication skills
- Detail oriented under pressure while meeting all applicable deadlines in fast-paced environment