



## Marketing Coordinator

Love INC of Cuyahoga County is hiring a part time marketing coordinator who will support the Executive Director in developing and executing various marketing strategies to enhance visibility and drive donors. We're looking for someone with excellent communication skills, attention to detail, creativity, and the ability to work collaboratively with a small staff.

**About Our Organization:** Love INC of Cuyahoga County is a small non-profit dedicated to helping people in need in Cuyahoga County.

### Job Responsibilities:

- Create marketing content, including social media posts, newsletters, and promotional materials.
- Monitors and manages social media accounts on Instagram and Facebook, including posting content a minimum of 2x's/week and engaging with followers.
- Tracks social media metrics and provides monthly written report of marketing activities for Board
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- Helps plan and execute marketing campaigns, including newsletters, digital ads, events, and fundraisers.
- Collaborates with other staff as needed to provide flyers, postcards, e-blasts, etc.
- Provide website content to design company to keep website up to date.

**Work Hours and Benefits:** Flexible work schedule 5-10 hours/month. Additional hours required for fundraisers twice per year.

### Marketing Assistant Qualifications and Skills

- Strong written and verbal communication skills
- High level of organization and attention to detail
- Excellent time management skills
- Familiarity with social media, social networking, email marketing, and search engines
- Demonstrated problem solving and critical thinking skills
- Strong writing and editing abilities
- Creativity and basic graphic design skills

### Education and Experience Requirements:

- High school diploma or GED certificate
- Associate or bachelor's degree in marketing, business, or a related field is preferred
- Experience with Canva and/or Adobe Creative Cloud (Adobe Lightroom/Photoshop, Illustrator/InDesign, Rush/Premiere) is a plus
- Digital photography and video editing experience a plus

### Reports to Executive Director

Send resume and cover letter to [info@loveinccuy.org](mailto:info@loveinccuy.org) with a link to content you have created on social media.