



4T's TEACHING TEENS TO THINK

JOB SPECIFICATIONS

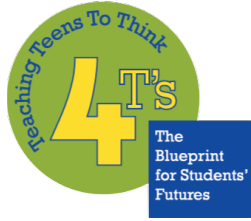
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| POSITION: | VOLUNTEER MARKETING COORDINATOR |
| REPORTS TO: | ADMINISTRATION ASSISTANT |
| LOCATION: | VIRTUAL / WFO (WORK FROM HOME) |
| STARTING TIME: | 1-2 HOURS A DAY PER WEEK |
| ENDING TIME: | REFER TO "STARTING TIME" |
| POSITION TENURE: | ONE YEAR |
| START DATE: | IMMEDIATE |

OVERVIEW

4T's – Teaching Teens To Think Fundraising Coordinator position is responsible for creating positive cash flow to fund its programs.

PRIMARY DUTIES AND RESPONSIBILITIES

- Create of print and digital publications.
- Distribute mass e-mail campaigns.
- Provide marketing support (proofreading, creation and project management).
- Manage project timelines.
- Update social media sites.
- Perform daily media monitoring.
- Responsible for overall organization, client service/support.



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REQUIREMENTS

- Three years experience in marketing.
- Experience with social media.
- Marketing, Public Relations, or Communications Degree preferred or equivalent experience.
- Excellent computer skills including proficiency in Microsoft Applications.
- Ability to prioritize tasks and work efficiently under pressure.
- Service-oriented attitude and professional demeanor.
- Proactive, self-directed, ethical, and creative thinker who will contribute ideas.
- Must be versatile and flexible in making last minute adjustments to work requests.
- Great interpersonal skills.
- Proven track record of being on time and dependable.
- Must be trainable / coachable.
- High level of integrity.
- Fanatic attention to deadlines and scheduling.