

Marketing Coordinator (Part-Time)

Job Description

[Denver Institute for Faith & Work](#) is seeking a part-time, contract marketing coordinator. The marketing coordinator will help develop and monitor marketing communications tactics and campaigns in support of organizational goals and programs, and will help to grow the audience for our online learning platform, [Scatter.org](#). Additionally, under the supervision of the director of communications and the director of scatter, the marketing coordinator will craft strategic communications to existing audiences via email, social media, and other means. To succeed, the candidate must enjoy writing and be self-motivated, highly organized, able to keep a tight schedule, work under limited supervision and enjoy strategizing and implementing marketing campaigns.



Specific Responsibilities

- Marketing & Communications (completed under the supervision of the Director of Communications)
 - Lead the creation of social media content (Facebook, Twitter, LinkedIn, and Instagram) to support programs and communications initiatives.
 - Develop and manage social media campaigns, monitor social activity, assemble metrics reports and suggest areas for improvement based on research and coursework.
 - Write and edit for communications channels (blog, e-newsletter, annual report, etc.).
 - Oversee email marketing and report on analytics and best practices.
 - Assist with the launch of the new online learning platform by planning social media and email campaign content.
 - Organize and maintain internal and external content libraries.
- Scatter.org
 - Collaborate with Scatter team and DIFW's director of Scatter on all marketing initiatives.
 - Assemble metrics and reports and suggest areas for improvement.
 - Assist with in-person marketing initiatives for Scatter at DIFW events.
 - Help manage relationships with partner organizations and support affiliate marketing strategies.
 - Other marketing tasks as assigned by the Director of Scatter

Qualifications

- Bachelor's degree OR an undergraduate student majoring in marketing, communications, public relations, journalism, event management, or a similar, related area of study
- Ability to work some evenings and weekends to support organizational events (a detailed schedule will be provided during the interview and hiring process to confirm availability)
- Outstanding communication skills, both spoken and written
- Working knowledge of marketing and communications campaigns
- Excellent project management skills
- Familiarity with the following tools required: Microsoft Office, Google G Suite, Wordpress
- Familiarity with the following tools preferred: Adobe Creative Suite, Canva, Mailchimp, Asana (task management), Slack (staff communications), Hootsuite
- Strong attention to detail
- Ability to manage multiple tasks simultaneously
- Strategic thinker who can articulate new ways to think about our work or solve problems
- Personal commitment to Jesus Christ and a full embrace of the mission and [guiding principles](#) of Denver Institute for Faith & Work
- Affirm the Nicene Creed

Cultural Fit

Denver Institute for Faith & Work cultivates a staff culture based on our five guiding principles. In addition, we look for candidates who display the following characteristics:

- Learner, theological thinker
- Collaborative
- Relationally and emotionally intelligent
- Humble, heart of a servant
- Holder of high standards
- Team player who values healthy accountability

Reporting

The marketing coordinator will report directly to the director of communications, with additional supervision and support from the director of Scatter.

Compensation

This position is a 6-month, contract role that requires 20 hours/week with a starting rate of \$18 per hour; the role will be evaluated mid-2019 with the potential to transition from contract to permanent/part-time status. One day per week must be in our offices at 600 Grant St, Suite 722. Additional benefits include three paid spiritual retreat days per year, and daily time for prayer/reading in the DIFW offices when working on site.

Application Schedule and Instructions

- Applications will be accepted through January 31st, or until the position is filled.
- Submit cover letter, resume, and any relevant work samples (blog posts, writing samples, class projects, graphic design work, social media managed for an organization, nonprofit, or team, etc.) to jobs@denverinstitute.org.
 - Cover letter should address your interest in the position, relevant experience (can include coursework), and an explanation of your faith background.
 - Resume should broadly highlight relevant responsibilities and qualifications.
 - Additional work samples will be reviewed in light of job requirements.

About Denver Institute for Faith & Work

Denver Institute for Faith & Work (DIFW) is a nonprofit based in Denver, Colorado that provides theological education on work, calling, and culture. We are an educational nonprofit dedicated to forming men and women to serve God, neighbor, and society through their work. Our mission is accomplished through four program areas: the church partnership initiative, public events & forums, media & educational resources, and emerging leader fellowships. We provide spiritual formation resources and Christian liberal arts education for business leaders, doctors, engineers, pastors, lawyers and other professionals in the day-to-day challenges of their careers.