Marketing and Communications Coordinator
This is a full-time position (40 hrs/week) offering a competitive salary of $40,000.
Reports to: Marketing and Communications Manager

Brief Description
The Marketing and Communications Coordinator will be an integral part of our marketing team. Requirements for this position include a strong background in marketing and media relations, specifically social media content creation and paid advertising. They will work closely with our Marketing and Communications Manager. Days of work are primarily Monday through Friday, with some weekends and evenings as needed for events.

Required Skills & Education
- Minimum Bachelor’s degree or equivalent combination of education, training, and/or experience
- 2-3 years of experience in a marketing, advertising, and/or communications role
- Mastery of Google Drive, Microsoft Office Suite, and Zoom
- High proficiency with digital content creation softwares (Canva, Adobe Creative Suite, Mailchimp, iMovie) and all social media platforms
- Strong verbal and written communication skills
- Public speaking and presentation skills
- Comfortable leading webinars and video presentations
- Excellent organizational and time management skills
- Works well under pressure, independently, and in a team environment

Preferred Skills
- Photography experience is a plus
- Spanish fluency is a plus
- Familiarity with Memphis is a plus

Key Responsibilities
- Maintain active social media presence, including creative production, management, and analytics
- Maintain paid advertising, including creative production, management, and analytics
- Compose and send out monthly newsletters and communications to engage donors, volunteers, and ASAF supporters
- Provide support for outreach and special events including marketing materials, photography, database management, and other communications initiatives
- Assist with print and promotional material production
**Background Check:** All job applicants must pass a pre-employment criminal background/qualifications check once a conditional offer of employment has been made. Applicants will be required to consent to allowing ASAF to obtain their criminal history and/or verify their qualifications in connection with the position sought. For applicants who do not consent, ASAF will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

*For more information about ASAF, please visit [www.astepaheadfoundation.org](http://www.astepaheadfoundation.org).*

*Please submit resume and cover letter to amy@astepaheadfoundation.org, and include “Marketing and Communications Coordinator” in the subject line.*