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 Web site: www.sanantonioyouth.org

Date Posted: **9/29/2017**
 Closing Date: **until filled**

JOB POSTING

Job Title	Events/Marketing Coordinator
Department	Development
Location	Headquarters
Position Type	Full-Time
Work Days/Hours	Monday-Friday
Pay Rate	\$29,000 - \$34,000
Job Summary	<p>Manages and implements marketing communication projects with responsibilities that include public relations, special events assistance, social media content, advertising, and creating brand awareness.</p> <p><u>Special Events & Fundraising</u></p> <ul style="list-style-type: none"> • Organize the annual special events from top to bottom including signage, supplies, staffing, raffles, financial sheets etc. • Secure donations and sponsorships to help offset cost of each event and increase funds raised. • Organize & Promote current and new fundraisers, • Develop & Implement marketing campaign. • Help develop special campaigns. • Assist with the development and execution of the annual appeal. <p><u>Increasing Awareness in Community</u></p> <ul style="list-style-type: none"> • Implementing annual agency and PR plan. • Network with and create awareness of SAYouth with local businesses, civic groups, and other non-profit and service organizations. <p><u>Social Media (non-advertising)</u></p> <ul style="list-style-type: none"> • Create posts for SAYouth social media sites (Facebook, Twitter, Pinterest etc.) and maintain associated accounts. • Write 2-3 blog articles each month. • All social media aspects related to events-registration, promotion, wrap-up, photos, etc. <p><u>Print & Social Media Advertising</u></p> <ul style="list-style-type: none"> • Manage all print & Facebook advertising including negotiating rates, researching new outlets, designing ads & scheduling placement, monitoring tear sheets and tracking effectiveness. • Maintain ad log and balance budget each month and submit proposal

	<p>for fiscal year advertising budget for assigned offices.</p> <ul style="list-style-type: none"> • Monitor competitive ads to keep SAYouth ahead in the marketplace. • Write pieces for, create and proof monthly newsletter(s). • Create flyers upon request. • Update flyers and material used in all outreach folders. • All other duties and responsibilities as assigned.
<p>Qualifications & Experience</p>	<p>Education Required: Bachelor's Degree in Marketing/Advertising/Communications</p> <p>Experience Required: Five (5) years or more working in Marketing/Advertising</p>

**Interested staff should send letter of interest to
Human Resources: employment@sanantonioyouth.org
Equal Opportunity Employer**