



## **POSITION: Marketing and Events Coordinator**

The Whitefish Community Foundation is looking for a dynamic individual to join our Community Foundation team. The Foundation is focused on promoting philanthropy and helping philanthropic individuals connect with projects and programs that will make an impact in our community. The Foundation organizes several events each year, including the Great Fish Community Challenge campaign that benefits over 50 local nonprofit organizations.

An individual that is passionate about community service will fit in well with the Community Foundation team. We are looking for an individual that enjoys working in a fast paced environment and is detail oriented. The Whitefish Community Foundation is one of the fastest growing community foundations in the state of Montana. For more information about the Whitefish Community Foundation visit [whitefishcommunityfoundation.org](http://whitefishcommunityfoundation.org).

**OVERVIEW:** The Marketing and Events Coordinator is a part-time, seasonal position that will help oversee the communication, marketing, and events of WCF under the direction of the Foundation President and Program and Outreach Officer. The Marketing and Events Coordinator collaborates with internal WCF teams to advance the mission and impact of WCF.

**CLOSING DATE:** June 21, 2019

**CONTACT:** Submit resume and cover letter [linda@whitefishcommunityfoundation.org](mailto:linda@whitefishcommunityfoundation.org) or mail P.O. Box 1060, Whitefish, MT 59937. For additional information contact 406-863-1781.

**HOURS:** Typical hours will be 32 hours per week Monday through Thursday, 9 a.m. to 4 p.m. Position will begin July 1 and run through September 7.

**COMPENSTATION:** Hourly Wage is \$18

### **JOB SUMMARY:**

#### **MARKETING and COMMUNCATIONS**

- In collaboration with the President and Program and Outreach Officer, develop annual communications plan.
- Create monthly (and during the Great Fish Community Challenge campaign weekly) email newsletters in collaboration with the President and Program and Outreach Officer.
- Oversee and maintain the Foundation's website, including coordinating with contractors, monitoring performance via analytics, maintaining appearance, and managing current content.
- Increase community outreach through all forms of viral marketing and social networking efforts.
- Organize photos and material to assist with the development of publications.

#### **EVENT PLANNING**



- Oversee all organizational event planning and coordination of the Great Fish Community Challenge Launch Event July 25 and the Great Fish Community Challenge Color Run and Community Celebration.
- Generate publicity and media coverage for the Great Fish Community Challenge.

#### **OFFICE DUTIES**

- Work closely with the Foundation team to achieve the overall mission of the organization
- Provide backup support and assist with special projects as needed
- Answer phones, field calls to the appropriate staff member, and greet visitors
- Assist with mailings and writing letters and hand written notes
- Use the Foundation software to access database to retrieve information and run reports
- Serve as a visible, professional representative of the Foundation
- Process credit cards when needed
- Order supplies and maintain a clean professional front office
- Additional duties may be assigned.

#### **QUALIFICATIONS:**

- Marketing and event experience preferred. Nonprofit experience preferred but not required. Strong organizational skills, attention to detail, ability to prioritize and work independently.
- Excellent project management, organizational, and time management skills, and attention to detail.
- Strong computer skills, including a working knowledge of Microsoft Office tools (namely Word/Excel/Publisher).
- Knowledge and experience using Word Press to update website.
- Experience with Mailchimp or other email newsletter software platform.
- Ability to exercise good judgment and solve problems independently.
- Excellent written and verbal communication skills, with ability to proofread.
- Flexibility: able to adjust activities and priorities, and take on new responsibilities.
- Ability to work cooperatively with colleagues, supervisors, volunteers, grantees and donors.
- Ability to lift 35 pounds and work varied hours.
- Intense commitment to the mission and work of the Whitefish Community Foundation.
- Impeccable moral and ethical standards and conduct.
- Respect the confidential information related to donors of Whitefish Community Foundation.
- Successful applicant will be asked to sign a conflict of interest statement and confidentiality policy.