



## Job Description

**Job Title:** Marketing and Communications Coordinator

**Department:** Marketing

**Reports To:** Marketing Manager

**FLSA Status:** Hourly

**Prepared By:** AGCI

**Prepared Date:** January 2018

*Position requires the successful completion of an extensive criminal background check.*

All God's Children International (AGCI) is a non-profit Christian orphan care agency established in 1991. We provide exceptional care and family-based solutions so that every orphan is able to experience the love of family. Our mission is to decrease the number of orphans through family preservation, adoption, and the empowerment of older orphans to break the cycle of poverty.

This position is full-time Monday – Friday, 8:00am – 4:30pm, and located in Vancouver, Washington (near I-205 and Mill Plain).

All God's Children International is looking for a motivated and creative Marketing and Communications Coordinator with strong copywriting skills and the ability to manage multiple projects simultaneously. As a member of the AGCI Team, you will be an important piece in changing the lives of orphans!

## Summary

The Marketing and Communications Coordinator will provide and support critical communications for the organization. This position will serve as a project coordinator and provide support for the Marketing Department's projects and initiatives.

The Marketing and Communications Coordinator must have exceptional writing skills and have a good eye for design. The ideal candidate must also exhibit strong project and time management skills with the ability to prioritize and manage multiple projects.

### **Responsibilities**

- Copywriting: Write content; ensure voice, quality of content, and communications are consistent with organization's message and voice
- Juggle projects with competing deadlines from multiple departments
- Utilizing graphic design capabilities to maintain and create supporting documents with programs such as InDesign, Photoshop, and Illustrator
- Creating and tracking online campaigns including: social media ads, Google ads, and email campaigns
- Ensuring that brand guidelines are adhered to in all marketing materials
- Coordinating the printing/production of collateral materials
- Assisting the marketing manager and supporting the marketing team with ongoing initiatives; executing day-to-day marketing tasks and coordinating marketing projects and tasks as requested
- Working collaboratively with all the departments to coordinate and execute tasks aligned with the AGCI's strategic plan

### **Benefits**

- Competitive salary and benefits package including medical, dental, FSA, 401k, and more.
- Free onsite gym and personal training included.

### **SUPERVISORY RESPONSIBILITIES**

The position does not have any supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university with a major in Marketing, Communications, English or a related field; plus one or more years related experience in the Marketing Field; or equivalent combination of education and experience.