**Position:** Writer/Editor

**Official title**: PR & Marketing Coordinator

**Qualifications:** 3-4 years experienced writer, editor, project management, and ability to multi-task under tight deadlines.

Work Schedule: Mon – Fri, 20hrs weekly

Rate: $11.40 per hour

* Draft all language for emails, letters, press release, articles, and quarterly newsletter.
* Conducts preliminary research related to strategic marketing planning.
* Take notes at all marketing meetings, write agenda and send out prior to schedule Visionary Marketing Committee Meeting.
* Maintain PR & Marketing Director’s calendar as well as Auxiliary Services’ electronic calendar.
* Assist in gathering information for drafting PowerPoint and Word pitches in response to tight-deadline requests Assist w/coordinating the production and distribution of various communications material with outside vendors: Colley Graphics and Impression Imprint.
* Assist PR & Marketing Director with maintaining a centralized archive of presentations, marketing materials and communications that is accessible to various functional groups internally.
* Support in organizing in-house planning meetings with internal marketing representatives.
* Provide marketing support for Public Relations & Marketing Director to assisting Central Auxiliary Services, internal departments, academic departments and local retailers with promoting product and services.
* Send out emails and marketing literature after PR & Marketing Director review and approve, manage filing systems, search website, and assist in marketing research.
* Assist in coordinating marketing packages for print material.
* Assist in scheduling project deadline and submittal of marketing projects.
* Assist graphic designer with project management and draft of language content for all marketing collateral.
* Assist in ensuring all Central Auxiliary’s units website information is updated.
* Assist PR & Marketing Director with Monarch Plus Merchant Program by identifying potential local retailers list; maintaining data base; preparing reports and correspondence; sending out mailers, scheduling initial meetings, room reservation, and requesting media equipment for presentation.