

Job Title:

Marketing Coordinator

Job Description:

The Marketing Coordinator is responsible for assisting with and coordinating a variety of marketing strategies and campaigns within CHSU.

Reports to:

Marketing and Communications Specialist

Classification:

Full-Time, Non-Exempt

Essential Duties:

- Support and sometimes lead internal and external marketing promotions and communications.
- Participate in the development of newsletters, brochures, presentations, press releases, reports, and other University communications.
- Assist with Marketing and Communications project management.
- Manage CHSU's social media accounts, which includes: creating new content, writing posts, responding to messages and comments, reviewing analytics, and staying current on social media trends.
- Assist in managing CHSU's websites, including: collecting and reviewing data and analytics, and developing content for news blog.
- Assist in the coordination and logistics of special events, including: gala, graduation, white coat ceremony, and other events, as needed.
- Organize the orders, inventory, and new products for the CHSU online store and Marketing materials.
- Secure vendors and finalize event details.
- Provide photography services for events and social media.
- Coordinate data entry and management of CRM database.
- Other projects as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:**

Education

- Bachelor's degree in Business Marketing, Communications, or related field

Skills & Experience

- 2-3 years of marketing, development, communications, and/or event planning experience, preferably in a fast-paced professional environment
- Superior organizational skills and detail orientation

- Ability to multi-task and meet deadlines
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office
- Outgoing, customer-friendly, confident, self-starter

Compensation:

Position offers competitive wage based on experience plus benefits.



Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **MARKETING COORDINATOR** in the subject field of the email.