



JOB POSTING
November 5, 2012

Position: Marketing & Public Relations Coordinator

Department: Transformations Spirituality Center (TSC)

Status: Full-Time / exempt

Reports to: Director of Transformations

Description: The Marketing & Public Relations Coordinator will be responsible for the design and implementation of a target marketing program to promote all of the activities undertaken by Transformations Spirituality Center. This will include the following primary responsibilities:

- Marketing planning for all ministry lines of business to include marketing research, pricing recommendations, and branding through various communication mediums including internet and social media
- Graphic design and marketing production to include design for print and website
- Public relations and development to include increasing organization's presence, website traffic and incoming leads; develop and coordinate an outreach strategy for each ministry line of business; the position may occasionally interact with various media outlets
- Other administrative related responsibilities and projects as required

Skills & Qualifications:

- Superior customer service and interpersonal skills including excellent verbal/ written communication skills
- Excellent attention to detail
- Intermediate or greater proficiency with MS Office software tools (Access, Excel, PowerPoint, Word) to include filtering, database queries, data sorts, and the transfer of data between applications is required. Experience with InDesign and Photoshop strongly preferred.
- A strong collaborative work style and the ability to be self-motivated will be key elements of success.
- 3-5 years marketing experience preferred
- Work assignments may be directed by the Transformation Director, as well as by CSJ Ministries or by a member of the Congregational Leadership Team

Pay range:

- \$30,500 - \$45,300/ depending on qualifications and experience

To be considered for this position, please send resume to pmethuselah@csjoseph.org.