



Kalamazoo Loaves & Fishes Current Open Position

Title: Marketing and Communications Coordinator – Full Time
Reports To: Resource Development & Public Relations Director

Summary Description: Responsible for the day-to-day coordination of the organization's communications and marketing initiatives.

Major Duties:

1. Receives assignments from Resource Development & Public Relations Director (RD/PR Director)
2. Works with RD/PR Director to develop annual department work plan and annual marketing/communications calendar
3. Coordinates the production of organization's regular communications efforts including newsletter, press releases, brochures, annual report and flyers, as well as any additional resource development efforts (solicitations, etc.) that forward the mission and strategic plan.
4. Provides marketing/communications support for all other KLF departments
5. Assist RD/PR Director and Executive Director with donor development support, grant writing edits and updates, and various mailings/solicitations.
6. Oversees Web site content, social media communications, including both Facebook and Twitter feed
7. Works with RD/PR Director to organize and manage events associated with annual fundraising initiatives; helps filter additional event requests (ARF form) from external organizations/groups/individuals.
8. Knowledge and use of the donor database (e-Tapestry) for correspondence and e-blasts.
9. Works as a part of the RD/PR Team to promote the achievement of the strategic plan.

Job Qualifications:

- Minimum of Bachelor's degree with significant relevant experience.
- Knowledge and experience in marketing or similar field.
- Strong oral and written communication skills.
- Ability to accurately understand and follow written and oral instructions.
- Experience with Adobe products (ex: InDesign and Photoshop), Microsoft Office (Excel, Publisher, Word and PowerPoint), and Word Press.
- Ability to operate office equipment (copier/fax/scanner) and camera for publicity
- Ability to work independently and as part of a team.
- Ability to work with a diverse volunteer and client population.

Send resume/cv to Kathy by May 24, 2013

Send by email: kathy@kzoolf.org or

Mail: Kalamazoo Loaves & Fishes, c/o Kathy, 901 Portage Street, Kalamazoo, MI 49001

Kalamazoo Loaves & Fishes is an Equal Opportunity Employer

No person is excluded from agency services, employment or volunteer participation because of ethnicity, race, national origin, age, gender identity, sexual orientation, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or for any other discriminatory reason.