

Position Title: Marketing & Office Coordinator
FLSA Status: Full-time, Hourly
Reports To: Executive Director

About Love, Chloe Foundation: Located in Salina, Kansas, the Love, Chloe Foundation is a 501(c)(3) organization dedicated to assisting families dealing with childhood cancer. Our mission is to bring hope to families facing childhood cancer by offering immediate relief and lasting support. Through gas cards, financial grants, Warrior Wagons, and Monkey In My Chair, we ease burdens and provide comfort. We also raise awareness and fund vital research to fight childhood cancer.

Position Summary: The Marketing & Office Coordinator leads the marketing efforts for Love, Chloe Foundation, along with day-to-day management of the office. The ideal candidate for this role has a passion for marketing and nonprofit management.

The standard schedule for this position is weekdays from 8 a.m. – 4 p.m. (with some flexibility). Some evenings and weekends will be required for meetings and events.

Responsibilities:

- Manage and design content for the website and social media accounts
- Assist with the creation and design of all marketing materials (posters, invitations, advertising graphics, shirt designs, etc.)
- Plan and promote events, including solicitation of sponsors
- Create and distribute monthly newsletter
- Create Annual Report
- Solicit donors and identify grant opportunities
- Recruit, manage, and schedule volunteers
- Administer Monkey In My Chair program
- Attend events and committee meetings
- Administrative duties
 - Maintain office calendar and schedule committee meetings
 - Send weekly updates to the board of directors
 - Maintain database
 - Handle all correspondence
 - Track inventory and process orders
 - Keep office area clean and organized
- Assist with other projects as assigned
- Other duties may be assigned

Knowledge and Skill Requirements:

- High school diploma, GED, or equivalent
- Minimum 1 year of marketing experience
- Experience with Adobe Creative Cloud (Adobe Photoshop, Illustrator, InDesign, and Acrobat)
- Self-starter with a creative mindset and understanding of design elements
- Proficiency in Microsoft Office
- Experience with database software (Salesforce preferred)
- Excellent written and verbal communication skills
- Attention to detail
- Ability to prioritize and manage multiple projects
- High level of familiarity with social media, social networking, email marketing, and search engines
- Valid driver's license and access to reliable transportation
- Ability and willingness to work some evenings and weekends

Please send resume to heidi@lovechloe.org or bring it by 111 S. 5th Street