



## **Camp Bowie District Inc. Marketing Coordinator**

Camp Bowie District Inc. is looking for a Marketing Coordinator to join our team. The coordinator is responsible for executing the approved marketing plan, promotions, oversee creative and printing productions and regularly meet with the executive director. The Marketing Coordinator will provide regular updates and consult with executive director on all matters. The coordinator will be held responsible for media distribution, analyzing, interpreting and presenting results, and staying accountable for timescale and budgets.

### **Job Responsibilities:**

- Regular Status reports to the executive director
- Communicating with board of directors, executive director and other team members
- Research projects and evolving trends and practices in the said industry
- Attending all required meetings as assigned
- Managing vendors
- Maintaining budgets
- Manage, plan, schedule and create social media
- Bring creative ideas to the table to enhance brand awareness
- Membership Recruitment
- Other duties as assigned by executive director

### **Job Requirements:**

- Proficient in Microsoft Office Suite (Word, Outlook, Excel and PowerPoint)
- Degree candidates in journalism, communications or marketing
- Excellent communication skills both written and verbal
- Social media proficiency
- Ability to work independently, prioritize tasks and be proactive
- Ability to generate creative solutions under tight deadlines
- Ability to multitask with attention
- Deliver meticulous work on time, every time, and error-free
- Ability to learn and understand new software programs
- Preferred: Experience with Canva & Wix

### **Contact Information:**

**Email your cover letter and resume to the contact below.**

Lydia Rickard

2205 W. Broadway

Fort Worth, Texas 76102

Email: [executivedirector@campbowiedistrict.com](mailto:executivedirector@campbowiedistrict.com)