



## **Job Title: Events & Marketing Coordinator**

### **Overview of the Opportunity**

Brooksville Vision Foundation, Inc. d/b/a Brooksville Main Street is looking for an experienced marketing, communications and event coordination professional with 1-3 years experience in a similar role who will be responsible for coordinating and carrying out marketing and events on a full-time basis. Experience with a non-profit is desirable but not required.

### **Minimum Qualifications:**

- Associate's degree from a regionally accredited college or university is required; Bachelor's degree is preferred.
- 1-3 years marketing, communications and/or event management experience.
- Excellent communications skills. Proficient written and verbal communication skills with competency in use of professional grammar and spelling.
- Ability to effectively plan, manage and complete multiple projects within established deadlines and budgets.
- Effective time management skills to coordinate multiple projects and administrative functions.
- Detail-oriented in written materials, and in planning projects/events.
- Possess an enthusiastic and collaborative attitude.
- Ability to operate and achieve goals independently, with limited direction, and as part of team.
- Ability to work with volunteers, and under the supervision of multiple stakeholders.
- Ability to operate a motor vehicle, possess a valid Florida driver's license, and be insurable by BVF's insurance carrier.
- Combinations of experience and education from which comparable knowledge and skills can be acquired may be considered on a case-by-case basis. Additional relevant experience beyond what is required may be substituted for each year of college education required.

### **Responsibilities/Essential Functions**

Under the supervision of the Executive Director, the Events & Marketing Coordinator provides event management, marketing, and communications services to carry-out the business objectives of the Brooksville Main Street Program. The Events & Marketing Coordinator is responsible for achieving targets established by the Brooksville Vision Foundation, and completing tasks within given timelines and budgets in accordance with the expectations of the Executive Director.

### **Marketing & Communications – 40% of time**

*Works with the Board of Directors, Executive Director, and Promotions Committee in the execution of a marketing and communications strategy to include:*

- *Coordinating and online content (written content, resources and design maintenance)*
- *Coordinating and writing social media communications*
- *Drafting newsletters, press releases and other communications, as directed*
- *Drafting and editing papers, proposals and official correspondence, as directed*
- *Coordinating marketing campaigns and assisting with media relations*
- *Planning and executing events and event marketing*

### **Event management – 50% of time**

*Works with Board of Directors, Executive Director, and Promotions Committee to organize and ensure the success of small ongoing events as well as significant annual events with responsibilities to include:*

- *Establishing and monitoring event budgets*
- *Planning and coordinating event logistics*
- *Fostering Partner & Sponsor relationships*
- *Coordinating speakers, vendors and volunteers*
- *Marketing events to target audiences*
- *Coordinating registrations and “day of” needs*

### **General Responsibilities – 10% of time**

- *Answer phones and respond to emails*
- *Coordinate with Executive Director on specific tasks and reporting needs*
- *Other reasonably related duties as required or assigned*

### **Reporting Structure**

The Events & Marketing Coordinator reports to the Executive Director, and supports the work of the Board of Directors and the following committees:

- Promotions Committee
- Design Committee
- Economic Vitality Committee
- Organization Committee

Pay Rate: \$13.22 – \$15.39/hour / Depending on qualifications

Structure: Full-Time, Hourly

Anticipated Start Date: September 1, 2017

**Please send resume to [director@brooksvillemainstreet.org](mailto:director@brooksvillemainstreet.org), no phone calls please.**