

CHRISTIAN BRIGADES

Position Description

Marketing Admin

Position Title	Marketing Admin
Location	Southern California.
Mission & Values	<ul style="list-style-type: none"> • Missions: Christian Brigades is an interfaith organization providing sustainable healthcare development and educational structure to rural communities around the world. • Values: Hope, Reach, Empower
Role Purpose	<ul style="list-style-type: none"> • Increase awareness of Christian Brigades thru various social media avenues and other communication methods. Provide answers and direction to audience also provide proper customer service.
Key Responsibilities	<ul style="list-style-type: none"> • Create social media calendar & write posts • Work with graphic designer for campaign images • Assist with Donor and Volunteer Relations thru Social media platforms • Monitor and document the progress of social media promotions • Provide suggestions and direction to directors based on social media outcome trackings/findings • Maintain and update databases, charts and other systems for tracking and reporting campaign information and activity. • Monitor Volunteer Social Media Engagement • Assist with video editing for social media • Write & Submit Press Releases • Maintain branding throughout • Generate innovative ideas • Create quarter newsletters for supporters
Relationships	<ul style="list-style-type: none"> • CB Development Director
Qualifications	<ul style="list-style-type: none"> • BA/BS or currently a working towards a degree in communications, marketing, public relations, business, English, or relevant field. • Strong Analytical Skills • Strong Communication skills for interview audiences • Strong Storytelling Skills & creative writing • Personal Laptop & access to Wifi • One year minimum of experience in marketing & creative writing • Excellent creative writing, communication, presentation and organizational skills • Great Customer Service • Demonstrated ability to work with other departments and across teams to effectively manage a project to completion • Fine attention to detail and digital files • Positive attitude, self-motivated, good organizational skills, ability to prioritize and meet deadlines.

Training	<ul style="list-style-type: none"> ● Google Drive & Google Apps ● Final Cut Pro ● Creating Surveys ● Mass Communication Techniques ● Paypal, Square ● Volunteer Management Certificate Course ● Nonprofit Marketing Campaigns
Reports to	<ul style="list-style-type: none"> ● CB Development Director
Length of Performance	<ul style="list-style-type: none"> ● 1 year
Time Commitment	<ul style="list-style-type: none"> ● 12 hours per week (minimum)
Development Opportunities	<ul style="list-style-type: none"> ● Chance to improve/gain knowledge: public speaking, data analysis, nonprofit marketing, nonprofit fundraising, international relations, donor and volunteer relations, interpersonal relations. ● Flexible Schedule ● Increase knowledge of global health issues ● Opportunity to network with diverse range of supporters ● Receive Internship Credit Hours
Compensation	<ul style="list-style-type: none"> ● \$1750 Trip Fee to any country covered by CB after 1st year of volunteer service.

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date