



EarthDance is seeking a self-motivated, creative and resourceful individual with experience in marketing, excellent organizational skills, and a commitment to EarthDance's mission to serve as our Marketing Coordinator.

SUMMARY OF POSITION

The Marketing Coordinator will work closely with other EarthDance staff to promote EarthDance to diverse constituents, including program participants, funders, and the media.

PRIMARY RESPONSIBILITIES

The Marketing Coordinator will be intimately involved with multiple facets of EarthDance operations, and will provide strategic marketing insights and well-executed follow-through of ideas. The associate will be responsible for: working with other staff and interns to assure that EarthDance's programs are well-documented through photo and video; representing EarthDance in the community; pursuing media opportunities for EarthDance (print, digital, and television) and creating online and printed marketing and communication materials, including but not limited to brochures, flyers, e-newsletters, and blog posts; and serving as the point person for communication with a professional web designer overseeing the organization's website upgrade.

SKILLS, QUALIFICATIONS, & KNOWLEDGE REQUIRED

1. Proven experience and skills in marketing
2. Confidence establishing new connections (networking and cold calls)
3. Demonstrated ability to generate and deliver persuasive and clear verbal and written communications in a variety of media forms and channels, and for diverse audiences.
(Please attach a sample of your work.*)
4. Demonstrated strong time management and organization skills.
5. Superior attention to detail.
6. Ability to work effectively in a demanding, high-energy environment and manage multiple tasks and priorities, while maintaining a sense of humor
7. Experience working effectively as part of a team
8. Professional, friendly, and enthusiastic personality
9. Demonstrated ability to lead by example, with a strong work ethic, compassion and integrity
10. Proficiency with Windows Microsoft Office, Google Groups and Google Calendar

11. University degree, professional experience, or recognized professional training in a field such as communications, marketing, visual arts or graphic design, or other relevant field

SKILLS, QUALIFICATIONS, & KNOWLEDGE DESIRED

1. Experience and skills in graphic design
2. Fundraising and development experience
3. Experience working for a nonprofit
4. Demonstrated effectiveness in community outreach or direct sales
5. Experience managing other marketing staff members
6. Experience in video editing, Word Press blogs, and wide range of social media
7. Knowledge of food system and sustainability issues
8. Appreciation for organic farming and gardening

OTHER REQUIREMENTS

Use of personal computer or laptop

Reliable transportation or the ability to navigate the public transportation system

OTHER CONSIDERATIONS:

- Position may involve some travel.

HOURS: This is a full-time position, requiring 40 hours/week.

This is a full-time salaried position offering a health insurance stipend, retirement benefits, and a share of the harvest. Compensation commensurate with experience.

CONTACT: To apply for this position, you must send a resume, cover letter, and marketing and/or design samples* to: work@earthdancefarms.org with the subject line "**MARKETING COORDINATOR**"