

**Job Title:** Marketing Coordinator

**Area of Responsibility:** ChabadOne PR

**Reports to:** Associate Director of Media Relations

## Function

The Marketing Coordinator is an hourly, part-time position, that has primary responsibility for marketing PR services and tools to shluchim. The Marketing Coordinator works 30 hours per week as assigned by the Associate Director of Media Relations, and only bills for hours assigned and verified.

## Duties

The primary focus of the Marketing Coordinator is keeping both the PR and Press sections up to date, as well as marketing ChabadOne PR services and tools to shluchim.

Duties include but are not limited to:

- Updating the design and content of PR and Press sections
- Preparing and designing weekly and periodic emails to shluchim
- Preparing and designing client reports
- Managing Chabad-Lubavitch Flickr account

## Skills

The Media Relations Associate has strong graphic-design skills and can easily design web pages, emails and other marketing materials with minimal supervision. The Marketing Coordinator also has strong writing and editing skills.

## Other

The Media Relations Associate works in concert with appropriate staff as determined by the Associate Director of Media Relations, communicates promptly and effectively with colleagues, and makes timely and effective decisions in situations requiring prompt attention.

From time to time, the Marketing Coordinator will assist in other non-graphic-design related projects, such as collecting data or photos for global PR projects.