

Marketing Coordinator
The Army Historical Foundation

ABOUT THE POSITION

This role is a significant position in supporting the day-to-day engagement and management of multiple projects and deliverables for the Operations and Marketing teams. This position is broad-reaching in its role in the organization with a mix of strategy and project management while also being part administrative and a vital communications conduit to the team and larger organization. This role is an excellent opportunity to build experience in a non-profit environment along with a fast-paced creative team to add to the mix.

IN THIS POSITION, YOU WILL

- Support the Operations and Marketing team with daily projects and activities to deliver work on time and with quality output. Communicate with departments regularly, keep them up-to-date on project schedules and deliverable reminders in progress.
- Write project status reports, meeting summaries, email updates, and project discovery, etc. You will also be responsible for updating project information in Basecamp, our project management software, and using the scheduling and software tools for ongoing project tracking.
- When necessary, work with the accounting team to ensure project Purchase Orders, estimates, and invoices are being appropriately tracked, budget trackers are up-to-date, etc.
- Collaborate with creative, digital and media teammates to develop strategic, creative work for project deliverables. Creative brainstorm engagement is a must.
- Assist with presentation materials tied to internal and external communications via PowerPoint.
- Manage the organization's online web-based "hub" to regularly share marketing assets and track incoming marketing requests, including handling the platform's back end with up-to-date content (uploading assets, etc.)
- Provide support for day-to-day on-site support for marketing content during Museum hours for easy capture for marketing and social media content.
- Support select social media channels for Twitter & LinkedIn postings in conjunction with our more extensive Facebook and Instagram agency management.
- Support administrative tasks tied to printing orders to include estimates, project coordination, and billing as departments require.
- Work as primary traffic person with AHF/ Museum Destination Marketing Organizations and management of related partner portals.
- Offer direction and coordination for (Museum) site media and marketing promos and appeals to assist with photography and video assets.
- Be available to assist with virtual or on-site events in coordination with the Operations team to support guest/visitor activation interactions, tradeshow, display setup, etc.

EXPERIENCE

For this position, 1-3 years of work experience in a fast-paced, creative environment is preferred with a basic knowledge of marketing and advertising principles. We are looking for a strategic thinker who can be both a problem solver and a team player. You enjoy collaborating with groups and bring excellent communication skills, both written and verbal, to the role. This position is a fit for a true taskmaster who is detail-oriented and well organized, an individual who can wear many hats while being both a leader and conduit to getting things done.

REQUIREMENTS

- An Associate Degree, preferably in a marketing field or a high school diploma or General Education Development (GED) diploma and three or more years of work experience.
- Completion of a background screening.

HOW TO APPLY

Interested candidates should send a cover letter, resume and salary requirements to adminservices@armyhistory.org (include job title in subject of email).