



Marketing Coordinator

Part-time, non-exempt, hourly position

Occasional nights and weekends as needed

Reports to: Program Director

Position salary range: \$22-25 per hour

Hours: 10-20 hours per week

Benefits: Paid Sick Leave, Employee Discounts

The Community Center of La Cañada Flintridge is seeking a Marketing Coordinator to join our team.

Become a part of a historic non-profit organization providing artistic, recreational, and educational opportunities. Make a difference in the world! Design graphics for programs, events, and announcements. Submit press releases. Create and send a monthly newsletter. Assist in maintaining a social media marketing plan, including ads, posts, and communication. Assist in achieving marketing goals for programs and overall branding.

Responsibilities

- Create graphics for print, email, website, newsletter and social media.
- Create brochures and other marketing materials.
- Provide photographic and video documentation of programs and events.
- Update and maintain Preschool website.
- Create graphics for promotion and implementation of events.
- Assist in developing marketing plans for programming and events.
- Format and distribute newsletter once per month.
- Develop and maintain social media and online marketing strategy.
- Respond to direct messaging and online reviews.
- Edit and post graphics using appropriate hashtags.
- Handle daily marketing communications with vendors, media and participants.
- Assist with special events and fundraisers throughout the year including, but not limited to: Community Expos, Western Round Up Preschool Carnival, Cornhole Tournament, Family Bingo Night, Ceramics Sales, and Thanksgiving Day Run.

Minimum Qualifications

- 3+ years of marketing and graphic design experience.
- Exceptional attention to detail and time management skills.
- Ability to work under pressure to meet deadlines.
- Ability to maintain positive working relationships with contractors, staff, instructors, and volunteers.
- Works well with limited supervision, is team oriented, and has excellent organizational skills.
- Proficiency with computer platforms including Microsoft, Adobe, Canva, MailChimp, Constant Contact, Facebook, Instagram, and Monday.com
- Able to learn new processes, set goals, and prioritize tasks.

Mandatory Requirements

- Employment eligibility verification
- Applicant must pass a background check

To apply, please submit a cover letter and resume to jobs@cclcf.org. No phone calls or walk-ins please.

Community Center of La Cañada Flintridge

4469 Chevy Chase Drive, La Cañada Flintridge, CA 91011 www.cclcf.org

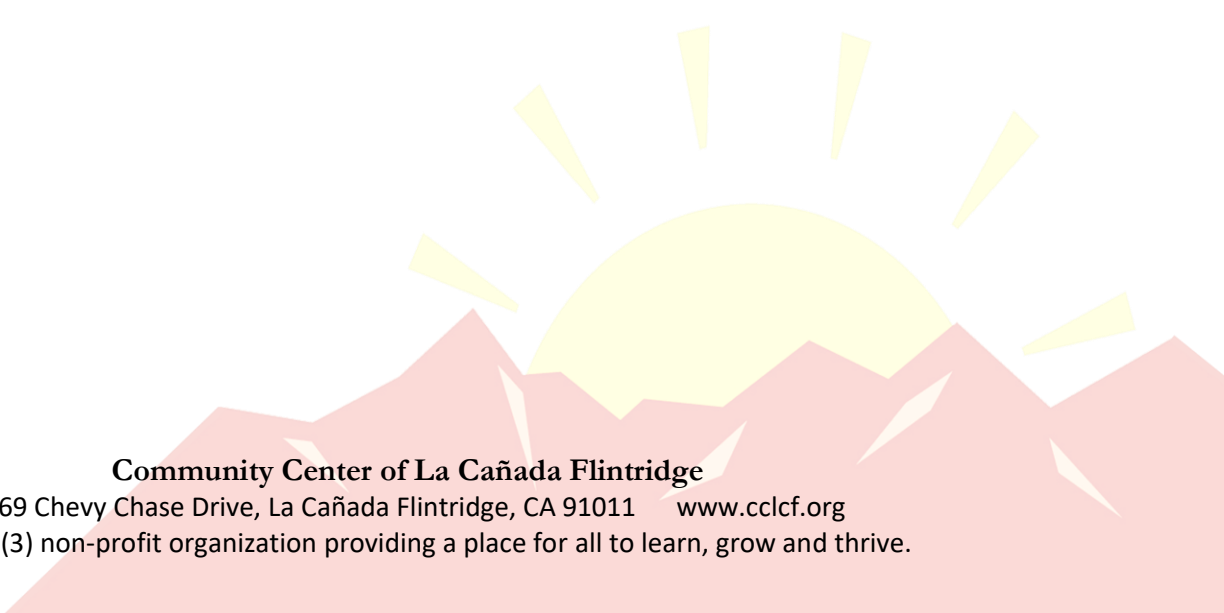
A 501(c)(3) non-profit organization providing a place for all to learn, grow and thrive.



Community Center

OF LA CAÑADA FLINTRIDGE

The Community Center of La Cañada Flintridge is a non-profit 501(c)(3) organization with a 75-year history of community service for educational, cultural, and recreational programs for all ages. CCLCF is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, or age.



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