

White Rose Credit Union

Job Description

Position: Marketing Communications Coordinator

Reports to: President/CEO

Purpose: Coordinate production of media, advertising, and sales literature. Coordinate participation in community events and production of newsletter. Assist in administration of promotions and employee sales programs.

Duties/Responsibilities:

1. Coordinate activities between the credit union and any marketing or printing agency. Maintain a constant check on in-progress materials to meet deadlines.
2. Maintain positive relationships with vendors and research and resolve any discrepancies or problems.
3. Maintain and compile monthly statistics for presentation in related marketing reports.
4. Place orders and monitor quality of printed materials and deliveries.
5. Develop forms and letter for use in the marketing department and throughout the credit union.
6. Assist in the creative design process.
7. Maintain the marketing department filing system and revise as necessary.
8. Maintain and file records of all printed materials and master copies. Ensure that all documentation is up-to-date, and files are complete.
9. Take photos during credit union events. Maintain photo and slide show for the credit union.
10. Maintain an adequate supply of marketing materials and marketing collateral. Determine when to reorder.
11. Perform other duties as requested.
12. Keep your work area and equipment clean and neat.

Experience:

- 1+ years of experience with social networking, print marketing, and website management
- 3 Years in Graphic Design

Skills:

- Strong people skills, relationship building skills, and team development skills
- Strong communication skills both written and verbal
- Ability to multi-task
- Microsoft Office skills
- Proficient in Adobe Design Suite
- Organizational skills
- Self-starter and punctual
- Ability to meet deadlines and/or targets

Education required:

- Associates Degree in Graphic Design