

Marketing Coordinator- Job Description

Position Type:

Full-Time / Salary

Marketing Coordinator Job Responsibilities:

Markets ACD by developing and implementing marketing and advertising campaigns; tracking data; maintaining promotional materials inventory; planning and attending meetings and trade shows; maintaining databases; preparing reports; implementing fundraising initiatives; developing sponsorship programs; researching and engaging in grant opportunities; providing marketing updates on weekly board calls; maintain social media platforms; manages quarterly newsletter distribution; represents ACD at patient advocacy meetings and rare disease opportunities.

The Marketing Coordinator will report to the ACD board of directors, primarily the ACD President and Vice President.

Education & Experience:

- Bachelors degree
- 2+ years marketing experience
- 2+ years working in non-profit sector
- Proficiency in Google DRIVE, social media, mailchimp and survey monkey are preferred

Qualifications:

This position will involve limited travel. Applicant must be willing to travel 5-8 times per year as required. Applicant will be expected to teach medical experts about the three Creatine Deficiencies: AGAT, GAMT and CTD. Applicant must be educated in the screening process, differences between each disorder and able to speak to the early signs and symptoms and diagnostics for these disorders. Applicant must understand the role of patient advocacy groups and be willing to work closely with collaborative partners to expand relationships through attending workshops and seminars as appropriate.

Salary & Compensation:

\$30,000-\$35,000 annual salary with growth opportunity