

NonProfit Social Media & Programs Coordinator- Job Description

Position Type:

Full-Time / Salary

Marketing Coordinator Job Responsibilities:

Markets ACD by developing and implementing marketing and advertising campaigns; tracking resulting 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; maintaining social media platforms; managing quarterly newsletter distribution; representing ACD at patient advocacy meetings and rare disease opportunities; making updates to WordPress website.

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

Education & Experience:

- Bachelor's degree
- 2+ years marketing experience
- 2+ years working in non-profit sector
- Proficiency in Google DRIVE, social media, MailChimp, Survey Monkey and similar platforms is preferred
- Experience with WordPress and Photoshop is helpful

Qualifications:

This is a work-from-home position requiring excellent organizational, time management, and self-motivational skills. Applicant must be willing to travel 4+ times per year as required. Applicant will be provided with relevant educational materials and then in turn required to teach medical experts about the three Creative 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:

Salary will be dependent on experience.

Submit Resume with Cover Page to:

heidi@creatineinfo.org