JOB OPENING ANNOUNCEMENT
Outreach and Marketing Coordinator

Current Date: 1/27/15
Hiring Supervisor: Adrienne Shaw Smith, Marketing and Events Manager
Number of Positions Open: 2
Date Position Begins: 4/20/15
Applications Accepted Through: 2/27/15
Date of Interviews: 3/2/15-3/6/15
Location of Position(s): 1 position in each Salt Lake County and Weber County
Wage Range: AmeriCorps VISTA Monthly Stipend and Education/End of Service Award

Position Requirements:
• Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
• Ability to handle multiple tasks simultaneously and to prioritize appropriately.
• Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
• Ability to attend all trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.
• Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.

College degree preferred, ideally a Bachelor’s Degree in marketing, communications, fund-development, non-profit management or related field. Previous work experience not required, ideally 1-2 years of marketing, communications, event planning or fundraising experience. Non-profit and/or YMCA experience highly preferred. Ability to use a computer in order to effectively perform job duties. Proficiency in Microsoft Office Suite.

General Skills & Abilities: The Outreach and Marketing Coordinator is responsible for helping to build the capacity of the YMCA’s marketing and communications efforts to increase the awareness and impact of YMCA’s programs and services in Utah. This position will assist our marketing and Events Manager in building upon our agency’s framework to effectively reach and maintain enrollment capacity in all of our programs.

Examples of activities include – surveying programs on current outreach methods, researching best practices for outreach/marketing, designing
measurement tools to track and measure activities, identifying best practices and setting up systems for internal replication.

**Other Information:**

In 2015 The YMCA of Northern Utah became a VISTA sponsor to implement a Capacity-Building Project. The goal of this project is to strengthen and supplement efforts to eliminate and alleviate poverty and poverty-related problems in Utah. By serving as a VISTA, you’ll gain new skills, friends, and experiences—plus you’ll get the satisfaction that comes from helping others. During your service, you’ll also receive a modest living allowance, health care, and other benefits. To learn more about the AmeriCorps VISTA program visit [http://www.nationalservice.gov/programs/americorps/americorps-vista](http://www.nationalservice.gov/programs/americorps/americorps-vista)

**Application Process:**

Interested candidates must complete a YMCA Job Application which can be found on our website at [http://www.ymcautah.org/employment](http://www.ymcautah.org/employment). Please print out application. Also required a current resume and letter of interest stating our skills and knowledge that would qualify you for this position. Please e-mail all documents to Adrienne Shaw Smith at ashaw@ymcautah.org