



Marketing and Events Coordinator

The North Texas Commission, a regional non-partisan, non-profit organization, is looking for a dynamic, entrepreneurial-spirited individual to serve as the Marketing and Events Coordinator. This position is ideal for a marketing Jack (or Jill) of all trades.

In the marketing role, this position will be responsible for managing all North Texas Commission web assets, social media channels, email marketing campaigns, and assist with the implementation of the NTC marketing/communications plan. This individual needs to be well versed in online brand management and strategy, content management systems (Wordpress, Squarespace, Wix, Hootsuite), online publication tools (Joomag, YouTube, SlideShare), online form and payment management (Wufoo, Stripe), survey and email marketing tools (Survey Monkey, Emma) and social media channels (Facebook, LinkedIn, Instagram, Twitter). A basic understanding of graphic design software will be ideal.

In the events management role, this position the successful candidate should have innovative ideas on how the organization can increase visibility within the region, reinforce our brand, and grow participation and corporate sponsorships in events, membership and member programs. The position will lead event sponsorship sales, event and program planning and production and serve as a staff liaison for committees.

In addition to the above requirements, the successful candidate must exhibit:

- Experience securing large-scale event sponsorships.
- Strong-problem solving skills.
- Non-profit or Board experience.
- Exceptional member/customer service skills and a positive attitude.
- Exceptional business writing and communication skills with the ability to convey information clearly, succinctly and effectively in oral and written form.
- Excellent organizational skills with the ability to prioritize work assignments. Must be self-motivated, able to work proactively and manage multiple tasks.
- Acute attention to detail.
- Ability to regularly assess member needs and satisfaction to inform continuous quality improvement.
- Proficient in MS Office (Word, Excel, PowerPoint) in addition to platforms mentioned above.
- Ability to maintain confidentiality.
- Ability to quickly learn and adapt to processes, members and data points.
- Ability to flexibly and effectively respond to changing needs and priorities.
- Handle additional projects and duties as assigned.

The Marketing and Events Coordinator should possess 3-5 years of related professional development experience. A background and credit check will be performed for this position.

To apply for this position, please email your resume, project samples or a link to your online portfolio to kimberly@ntc-dfw.org.