



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

9/9/2021

MAY BE POSTED EXTERNALLY:

9/14/2021

POSITION: Marketing Coordinator

STATUS: Full-Time

CLASSIFICATION TYPE: EXEMPT (Salaried)

LOCATION: District Office

JOB SUMMARY: The purpose of this position is to provide creative marketing materials and support services for the District, its units and departments. Marketing materials and services include advertising, news and feature stories, photography, publications (e.g., brochures, fliers, postcards, posters, programs, viewbooks, etc.), social media posts, and website content in keeping with the IVCCD Brand Strategy & Identity Standards Guide. Assists the Marketing & Printing Services staff as needed with printing services, project management, and other projects as required. Purchases advertising and marketing items as needed, and processes invoices for timely payment. Participates in annual strategic planning and monthly meetings with the Marketing & Printing Services Department. Other projects may include TV monitor graphics, signage, assisting with special events, and other duties.

EDUCATION/ EXPERIENCE: Completion of a Bachelor's degree and two years of experience required.

ABILITIES: Ability to communicate effectively orally and in writing, including proficiency in proofreading for grammar, punctuation and spelling. Organizational skills, time management, budget management, relationship building and communication skills essential. Working knowledge of computer software including Microsoft Office and Adobe Creative Suite programs. Knowledge of and ability to work in web content management systems, including basic HTML concepts. Ability to capture quality photos and video with digital camera equipment. Knowledge of the popular social media platforms and ability to use social media for marketing purposes. Knowledge of graphic design concepts.

BASE WAGE: \$ 35,338 Yearly.
Actual annual salary will be based on experience and education and calculated for a full fiscal year, which is pro-rated to start date and FTE.

BENEFIT INFORMATION: This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.

TO APPLY: Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.

If you experience issues completing the employment application online please update your web browser or use a different browser and try again.

External Applicants: Please click here for our online application http://www.iavalley.edu/district/forms/affirmative_action.php.

Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.

Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.

Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.

Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.

CLOSING DATE: Open until filled

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.