



## Marketing & Communications Coordinator

Classification Status:	Exempt, Full-time
Work Schedule:	Monday – Friday, 8am-5pm
Salary Grade/Level/Range:	Salary Commensurate with Experience
Reports Directly to:	Senior Manager of Marketing and Communications

### Position Overview

The Marketing & Communications Coordinator will be responsible for providing a wide variety of visual art/design services, digital media content, production coordination, and copywriting that promotes the programs, events, and mission of the Tampa Downtown Partnership (the Partnership). This position requires someone who is creative, professional, organized, and exudes a high level of energy to multi-task, meet short deadlines, and prioritize projects to accommodate unforeseen needs.

### Essential Job Duties

Coordinate and implement marketing strategies and concepts for the Partnership

- Maintain, generate and update the department’s digital calendar to support marketing content deployment
- Work with Senior Manager of Marketing & Communications to develop marketing strategies for all departments through social media, email marketing, PowerPoint presentations and other forms as needed
- Assist with administrative duties to include, but not limited to, managing printing services, campaign timelines, developing videography and photography schedules, and updating Partnership websites/newsletters
- Maintain online archive of marketing collateral
- Monitor and engage in Partnership-related online communications as needed
- Perform other duties as assigned

### Required Skills and Competencies

- Proficient with the programs utilized in marketing and communications including; Microsoft Office (Word, Excel, PowerPoint), Adobe Creative Suite, and the use of Apple iPhone and iPad
- Excellent written and verbal communication skills
- Thorough and excellent attention to detail
- Demonstrates intellectual integrity, fairness, and open-mindedness
- Demonstrates time management, organizational skills and works well under pressure
- Ability to work some early morning, and evening hours
- Must be able to interact with all levels of staff, Board of Director members, business and community leaders, and stakeholders

### Required Work Samples

Must submit writing sample and 2-3 design examples with resume

### Required Education and Experience

- Graduation from an accredited college or university with a bachelor’s degree in Public Relations, Marketing, Communications, Journalism, Graphic Design, or related field and a minimum of six (6) months of experience as a graphic designer, social media coordinator, and/or copywriter

### Statement of Other Duties Disclaimer

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Job duties may change at any time, with or without notice.



## About the Partnership

### **Vision**

Tampa Downtown Partnership is the leader in fostering a vibrant, diverse, 24-hour downtown neighborhoods in which to learn, live, work and play.

### **Mission**

The strategic mission of Tampa Downtown Partnership is to be the steward of downtown Tampa, while cultivating effective public/private partnerships to facilitate catalytic physical and economic development.

Tampa Downtown Partnership is a private, membership-based not-for-profit 501(c)(6) comprised of companies, organizations, and individuals with a common goal of advancing Tampa's Downtown. Through an annual contract with the City of Tampa, Tampa Downtown Partnership administers the Special Services District. In addition to Tampa's Downtown Guides and Clean Team, Tampa Downtown Partnership serves downtown through marketing, business development, transportation, advocacy, public space activation, planning, and beautification.

### **Equal Employment Opportunity**

The Partnership is an equal-opportunity employer. It is the policy of the Partnership to provide equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, age, sex, religion, disability/handicap, pregnancy, childbirth, or related medical condition, citizenship status, service member status, sexual orientation, gender identity or expression, familial status, marital status, national origin, genetic information, or any other category protected by law in all employment practices.

### **Additional Compensation**

Fully paid Health and Dental Benefits, and Life Insurance

Matching 401K

Paid Personal Time Off

Commuter Transportation Allowance

### **Application Information**

Resumes and cover letters should be emailed directly to Caroline Keesler, Senior Manager of Marketing and Communications, at [ckeesler@tampasdowntown.com](mailto:ckeesler@tampasdowntown.com). Only candidates meeting the qualifications need to apply. Phone calls will not be accepted. The position will remain open until filled.