

Meritus Credit Union Job Description

Position Title: Communications Coordinator
Department: Marketing
Reports To: Marketing Supervisor
Status: Non-Exempt

Summary:

The Communications Coordinator is responsible for coordinating the production of branded collateral and promotional literature. Assists in the production of newsletters and coordination of member events.

Duties and Responsibilities:

1. Works with Marketing Supervisor to design, create and implement product/service promotional campaigns.
2. Leads copy writing for newsletter, printed materials and website.
3. Assists Marketing team in the planning and execution of special events.
4. Supports business development by attending financial literacy presentations and delivering BDPs when needed.
5. Develop staff communication pieces to educate team members on current events/promotions.
6. Place orders and monitor quality of printed operations collateral and deliveries.
7. Develop forms and letters for use in the marketing department and throughout the credit union.

Job Specifications:

- 1) A bachelor's degree in public relations, marketing, business administration is preferred, but must have at least an associate's degree or equivalent training or work experience in this area.
- 2) In addition to education requirements, applicant is required to have a minimum of two years of related field or equivalent work experience.
- 3) Must be a highly motivated, detail oriented, independent, self-directed, and able to multi-task and work in a fast-paced environment.
- 4) Good verbal and written communication, time management, negotiation, public speaking/presentation, sales and organizational skills required.
- 5) Photo and Video experience preferred
- 6) Proficiency with Microsoft Word, Excel, PowerPoint and Outlook.
- 7) A valid driver's license, reliable transportation and adequate auto insurance required for accomplishing job requirements.
- 8) Assist with other duties and tasks as assigned to accomplish the Marketing Department mission.
- 9) Work required includes occasional physical activity including lifting up to 50 pounds, bending, squatting, twisting and reaching.
- 10) Hours of Work: This is a full time position working 40 hours per week between the hours of Monday – Friday, 8:00 am – 5:00 pm. Before and after weekday hours and weekend work is rare, but may be requested of this position.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

