

EOD Warrior Foundation

Marketing and Scholarship Coordinator

Position Description

Job summary

The Marketing and Scholarship Coordinator is responsible to the Director of Memorial Care and Events, for managing the daily marketing and scholarship activities for the EOD Warrior Foundation (EODWF). This is a great opportunity to join a stable organization with advancement and growth possibilities.

Summary of essential job functions

- *Manage scholarship process, and work on the back end with SM Apply for application set up and troubleshooting.*
- *Manage the daily social media for the foundation including Facebook, Twitter, LinkedIn, Instagram and other relevant outlets*
- *Oversee content and layout of quarterly newsletter*
- *Edit newsletter content*
- *Layout newsletter graphics and content*
- *Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders*
- *Assists in the planning and execution of special events to include fundraisers, retreats, awareness events, tradeshow and other events as necessary*
- *Responsible for coordinating business promotions on social media in accordance with established marketing plan.*
- *Answer telephones, direct calls, and take messages as necessary.*
- *Order office supplies, marketing collateral and other items as required.*
- *Pick up, open and sort mail daily.*
- *Draft, mail merge, print and send letters to donors and others who are affiliated with EODWF.*
- *Prepare shipping labels and drop off items to ship daily, as required*
 - *Maintain USPS Log and send report to Accountant*
- *Printing mailings, stuffing envelopes, and mailing on an as needed basis.*
- *Respond to / or forward incoming e-mail questions from the EOD Community and general public.*
 - *Monitor the info@eodwarriorfoundation.org address, and direct inquiries to the appropriate team member.*
- *Maintain and upkeep website, Facebook, Twitter, LinkedIn, and other social media outlets.*
- *Record cash receipts and make bank deposits.*
- *Provide clerical and administrative support to management as requested.*
- *Responsible for establishing and maintaining a sound filing system and filing paperwork daily.*
- *Maintain and update donor database (experience with Donor Perfect a plus).*
- *Create marketing and promotional materials for large fundraising events in coordination with the Director of Events.*

Minimum requirements

The Marketing and Scholarship Coordinator will have a minimum of 3 – 5 years administrative experience and outreach experience. Marketing and Scholarship Coordinator will have a minimum of a Bachelor's degree, Master's degree preferred. Additionally, he/she must be able to communicate in

fluent English language and be a legal resident or US Citizen. Hired applicant will be expected pass a detailed background investigation and to maintain a neat personal appearance at all times.

Physical Demands

While performing the duties of this job, the Marketing and Scholarship Coordinator is regularly required to sit, stand, walk, speak, and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

Travel

The Marketing and Scholarship Coordinator will be asked to travel for events related to the EOD Warrior Foundation, trainings, or other items identified by the Executive Director to maintain proficiency in fulfilling the responsibilities of the position. Up to 25% travel.

Work Environment

The work environment will be in Niceville, FL in an office and other locations for meetings as required by the opportunities and events for the organization. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

Capabilities / qualities required

- *The Marketing and Scholarship Coordinator will have excellent oral and written communication skills.*
- *The ability to multi-task in a fast-paced environment is required.*
- *The Marketing and Scholarship Coordinator has a solid foundation in computer skills to include proficiency in Word, Excel, PowerPoint and Outlook. Microsoft Publisher experience is a plus.*
- *Experience with one or more software products such as Adobe Illustrator, Canva, Photo Shop and In Design.*
- *The Marketing and Scholarship Coordinator is a problem solver versus problem identifier.*
- *Excellent typing and proofreading skills.*
- *Team builder and team player. This person works well with other members of the organization.*
- *Maintain confidentiality of information that originates and flows through the organization.*

Email resume to: Melissa@eodwarriorfoundation.org

Job closing date: May 28, 2021

Phone Interviews: Week of June 7, 2021

In Person Interviews: Week of June 21, 2021