



## POSITION ANNOUNCEMENT

Date: SEPTEMBER 2018

Position: **MARKETING COORDINATOR**

Responsibilities: Assist with developing and executing marketing plans/initiatives for Center-wide current and new programs and services. Assist with the production of related marketing materials. Research target markets/audiences and marketing channels to reach them. Develop, oversee and analyze metrics gathering mechanisms. Attend on and off-site meetings, conferences, etc. to raise awareness of the Center's programs and services. Collaborate with program managers to develop strategies to market programs, attend meetings with outside sources to achieve goals.

Qualifications & Education: Bachelor's degree in Marketing, Public Relations, Communications or related field strongly preferred. A minimum of five years market experience required.

Contact:

**Frantz Michel**

The Viscardi Center

201 I. U. Willets Road

Albertson, New York 11507

(516) 465-1432 or Fax (516) 465-1465

Or

Email [humanresources@viscardicenter.org](mailto:humanresources@viscardicenter.org)

The Viscardi Center

An Equal Opportunity/Affirmative Action Employer

**Veterans and individuals with disabilities are encouraged to apply**