



Marketing Coordinator
Job Advertisement
April 2024

ISO Part-time staff position to help with marketing

Hours: 5 hours per week, remote with some onsite

Pay: \$26 per hour

Description: This position will be responsible for disseminating regular publicity to the community about MCA's offerings. Ideally, this person will be a Lexington resident to allow access to local email and social media groups (though not required).

Regular tasks include:

- Writing and sending monthly emails to our affiliate organizations (based on templates and staff input) about upcoming classes and events
- Taking photos to be used in social media, and scheduling regular social media posts (basic design skills a plus)
- Distributing fliers for quarterly events/class registrations

Additional tasks as time permits:

- Help setting up quarterly marketing campaigns, and updates to MCA content calendar
- Work with programming staff to develop targeted marketing initiatives for classes that need more promotion
- Research to help develop new markets (such as where to post fliers in other towns, etc.)
- Periodic review of website for ideal user-friendliness and attractiveness

Join our team! For more information please contact Cristina@munroecenter.org



We are a hub of creativity & community