

## The Contingent Job Announcement Marketing Coordinator, ECOR

### Opportunity Summary:

The Marketing Coordinator (MC) will be the primary online voice of Every Child Oregon (ECOR) at The Contingent. As the primary online voice for these initiatives, the MC will lead the charge as we posture The Third Way of engagement across Oregon. As a member of the Marketing team, but representing initiatives, the MC will collaborate closely with the ECO team to stay current on initiative priorities and tone changes and provide support to Every Child affiliates as they execute their local strategies

If you read this position description and are filled with a wholehearted, “YES! I’m in!” We would love to hear from you!

### Duties and Responsibilities:

- Represent the ECOR needs and learnings within The Contingent’s Marketing Cohort and reflect back to the marketing cohort opportunities for partnership across The Contingent’s initiatives
- Oversee the execution of an Every Child Oregon newsletter 1x/month and other newsletters as requested on specified dates, as determined in partnership with the MC team.
- Lead and document strategy for Every Child Oregon’s organic social media that complements the broad marketing plan put forth by the Marketing Cohort and enhances the goals of the field team.
- Engage with affiliates through the “communities of practice” regular meetings to share marketing best practices and collaborate on messaging.
- Create, write, or curate four organic stories/posts for the ECOR division social media on a weekly basis.
- Work alongside the Director of Marketing & Communications to prepare analytics as needed for informing and refining strategy.

### Education and Experience:

- Bachelor’s degree in marketing, communication, journalism, or related field preferred
- or an Associate’s degree with two years’ relevant experience.

### Knowledge, Skills, and Abilities:

- Attention to detail and ability to manage multiple priorities.
- Administrative and project management skills. Knowledge of Asana is preferred.
- Ability to write for social media and develop newsletter stories.
- Skilled in use of social media platforms and up to date understanding of social media marketing
- Basic photography and simple graphic design skills.

### Personal Qualifications:

- Commitment to the mission of The Contingent, including [Every Child](#), and [The Script](#).
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Demonstrates a passion for operational, technical, and customer experience excellence
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families

### Employment Terms:

- Full Time (40hrs) exempt annual salary offered at a range of \$42,00 - \$46,000 (estimated total compensation \$50,700 - \$54,700) doe
- *Starting placement will not exceed this starting salary range and is based on qualifications, experience, and internal equity.*
- Comprehensive benefits including premium medical, vision, and dental insurance (covered 100% for employee and partially (80%) for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- This position is in Portland Oregon
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-2 pm PST (6- 11 pm HST, 10–3pm CST, 12-6pm EST)
- This position will be expected to work within The Contingent's hybrid work policy (2-3 days in the office, 2-3 days from home)
- Legally eligible to work in the United States

### Anticipated Start Date:

March 11, 2024

*Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.*

### Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you heard about the position)
2. Resume
3. Three references including:
  - o First and Last name
  - o Role
  - o A brief description of their relationship to you
  - o Contact Information (email + phone number where they may be reached)

Application materials should be emailed with a subject line containing **Marketing Coordinator, ECOR** sent to [hire@thecontingent.org](mailto:hire@thecontingent.org).

***\*\*\*"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."***

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer