



# Habitat for Humanity<sup>®</sup>

## of San Antonio & Guadalupe Valley

**Marketing Coordinator** needed for Habitat for Humanity of San Antonio, a large non-profit, single-family home builder and social service provider. If you are a fun, energetic, person with great organization, follow-through and people skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Position duties include:

- Create content and coordinate social media campaigns across multiple platforms and complete daily social media posting and monitoring activities across multiple platforms
- Assist with production of newsletters
- Create blogs which highlight our families, donors, and volunteers
- Update and maintain promotional and communications materials
- Assist with coordination of Habitat's regular and special events
- Provide marketing and communications support to Communications and Development team
- Capture Habitat's work in video and photos ensuring they are properly edited, labeled and stored.

Qualifications include:

- Excellent written and oral communication skills in English (and Spanish preferred)
- Marketing and communications experience required
- Website posting and light website design and troubleshooting experience preferred
- Experience coordinating social media campaigns on multiple platforms required
- Basic photography and videography experience preferred
- Goal and team oriented with a positive attitude, a good sense of humor and great people skills
- Ability to handle multiple tasks simultaneously, work under pressure and meet deadlines with minimal supervision.
- Great organizational skills with proficiency in producing timely work, adherence to policies and procedures and detail oriented with a big-picture view.
- Excellent internet and computer skills including established proficiency and independent operation and utilization of Microsoft Office software programs including Word, Excel, PowerPoint, Publisher, Outlook, Adobe Acrobat Pro, Adobe Illustrator, InDesign, and a variety of other communication platforms.
- Competency in social media applications mandatory
- Ability to prioritize and be self-motivated while accomplishing task

This full-time position generally works Monday-Friday. Normal office hours are 8:00 a.m. – 5:00 p.m. however there is occasional evening and weekend work scheduled. Habitat offices, facilities, job-sites and vehicles are all smoke and tobacco free environments. Selected candidate will be joining a highly effective, efficient, and high performing team!

**EOE.** Interested candidates should submit a cover letter, resume, portfolio, and preferred salary range to: Attn: MA

- By email with "MA" in the subject line to [jobs@HabitatSA.org](mailto:jobs@HabitatSA.org), OR
- By fax to (210) 223-5536, OR
- By mail or delivery to Habitat's administrative office to Attn: MA, 311 Probandt, San Antonio, TX 78204

Filling this position is a priority so please apply promptly! The job posting will close if and when a suitable candidate is hired. For more information, please visit [HabitatSA.org](http://HabitatSA.org).