**Fellowship Christian School**

Job Description- Digital Marketing Coordinator

Reports to: Director of Advancement

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| **General Description** |
| The Digital Marketing Coordinator works collaboratively with the Marketing team members to provide internal and external digital marketing and video efforts to support our company vision and mission. |
| **Work Experience Requirements** |
| * Video:   + Hands-on creation of all studio and on-location video productions   + Planning – storyboarding, planning, and coordination in advance of shoot   + Filming – Value videos, school overviews, about/intro videos, events, misc.   + Editing, motion graphic animation, and sequencing   + Develop knowledge of current vision, features and benefits; incorporate increasing product knowledge into expanding and evolving video assets   + Assist in the coordination and distribution of video materials both internally and externally * Digital and Social Media:   + Excellent Excel skills; experience using digital marketing tools like Hubspot, Hootsuite, Sprout Social, Google Analytics for data, reporting and dashboards   + Proficient and active on social media platforms including, but not limited to: Facebook, Google+, Instagram, LinkedIn, Twitter and Pinterest   + Proficient in email marketing campaigns   + Basic graphic design work and familiarity with Adobe Suite (primarily Photoshop)   + Highly creative with experience in identifying target audiences and devising digital campaigns that engage, inform and motivate   + Ability to communicate succinctly and clearly with creative messaging * Graphic Design:   + Assist in creation of projects including but not limited to: postcards, newsletters, emails, magazines and other marketing collateral material   + Ability to import and size images, apply style sheets, typeset copy and make proofing corrections while working within set templates and documents provided by the Marketing team   + Proofread and edit all postcards, newsletters and other marketing collateral material for consistency, accuracy and grammatical integrity; Must be a good speller.   **Additional Requirements**   * Have a personal relationship with Jesus Christ * Sign the Fellowship Christian School Statement of Faith * Working knowledge and experience in design packages for Macintosh including Indesign, Photoshop, Illustrator and Microsoft Office * Cross platform experience including Mac & Windows * Strong verbal and written communication skills * Knowledge of video engineering standards and broadcast standard outputs |
| **Education Requirements** |
| * College Degree Required, minimum Bachelor’s Degree in Marketing, Communications, Graphic Design or Business |

Go to fellowshipchristianschool.org, download an application, complete and submit to [employment@fcspaladins.org](mailto:employment@fcspaladins.org).