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WHICH BENEFITS



Marketing Coordinator

Reports to: Director of Marketing

Position Status: Hourly, Full-Time, None-Exempt

Founded in 1920, the [Salesmanship Club of Dallas](#) is a nonprofit service organization of more than 600 business leaders dedicated to building and repairing social emotional health for children through the programs of [Momentous Institute](#). The Salesmanship Club of Dallas has hosted the [AT&T Byron Nelson golf tournament for 50 years](#). The tournament has raised \$172.5 million for Momentous Institute since 1968. Each year, Momentous Institute directly serves 5,000 children and family members through its nationally acclaimed Momentous School, innovative therapeutic services, and research and training. With an emphasis on innovation, collaboration and training, Salesmanship Club offers a truly dynamic work environment.

The Role:

The Marketing Coordinator is responsible for supporting the Marketing and Communications team on all activities relating to Momentous Institute and the AT&T Byron Nelson golf tournament.

Specific Projects and Responsibilities:

The job responsibilities for this position will include, but are not limited to:

- Support Marketing and Communications team through project tracking including request management, deadlines, timelines, and deliverables
- Provide support and logistical coordination on special events for Momentous Institute and annual fundraiser (AT&T Byron Nelson golf tournament), as well as any Club specific events
- Assist Digital Specialist with year-round social media strategies and content calendar for Momentous Institute and AT&T Byron Nelson
- Support social media execution on all events and programs
- Assist with any graphic design projects
- Organize all content (video, photography) needs
- Marketing asset inventory tracking across all brands
- Assist with additional projects as needed

Requirements and Qualifications:

This position requires the following personal and professional qualities/capabilities:

- A Bachelor's degree or higher in marketing, communications, or relevant field.
- Knowledge and experience in marketing and events
- Project management experience, planning and executing projects within scope, cost and schedule
- Experience with project management software and tools
- Excellent client service/interpersonal skills, including ability to communicate clearly in person and in writing
- Flexibility to deal with unexpected projects with tight turnaround times
- Demonstrated commitment to working as part of a team including the ability to develop collaborative relationships with a wide variety of stakeholders, both in-house and external.
- Willingness to listen to feedback from others and find the best ways to incorporate diverse input

Desired personal qualities: integrity, energy, enthusiasm, flexibility, ability to receive feedback, takes initiative, and a sense of humor.

Physical Demands:

- Requires to constantly communicate with others to exchange information.
- Requires the ability to assess the accuracy, neatness and thoroughness of the work assigned.
- Requires the ability to occasionally lift and moving objects up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to 20 pounds in all directions

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

Please send letter of interest and resume to:

Courtney Monroe

Director of Marketing

marketing@salesmanshipclub.org

www.scdallas.org

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.