

**Job Posting**  
**CFBNJ Marketing & Communications Coordinator**  
**September 2017**

The Community FoodBank of New Jersey (CFBNJ) is a non-profit organization whose mission is to fight hunger and poverty in NJ by assisting those in need and seeking long-term solution. It distributes 50 million pounds of food a year to more than 1,000 non-profit programs, as well as more than 400 programs served by its Partner Distribution Organizations (PDOs). More than 4.7 million times a year, someone in need is fed by Community FoodBank of New Jersey's network of partner charities. A designated 501(c)(3) charitable organization, the Community FoodBank of New Jersey is a member of Feeding America, the nation's largest network of food banks, as well as a member of the New Jersey Federation of Food Banks.

The Community FoodBank of NJ is looking for a Marketing & Communications Coordinator to join our Marketing team. This role will report directly to the Communications Manager and will support the staff across two New Jersey facilities. The role is located in the Hillside, NJ office.

In this role, you will assist with creating, marketing and communicating CFBNJ's message across several media including film, social and print. In addition, you will develop various marketing communication pieces (videos, brochures, flyers, event invitations, social media content and website updates), manage site architecture and standards by making updates, changes and visitor-friendly enhancements to meet site goals, work closely with outside vendors and graphic designers to implement engaging content throughout our website and social media platforms, and document programs and accomplishments that align with the CFBNJ's vision and mission through storytelling, photography and videography to share with stakeholders via social media channels and community and online media outlets. In addition, you will partner daily with the Communications Manager on various writing, marketing and communications projects.

Qualified candidates will have a minimum of a Bachelor's Degree in Marketing, Communications or other related field, along with proven social media skills. Must be proficient in HTML, web editing and writing, WordPress, Google Analytics/AdWords, Photoshop and Premiere. Technical aptitude (Microsoft Word and Excel) is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation and the ability to work well on a team and learn new concepts quickly. Qualified candidates should send a resume to [marisas@creativeworkforce.com](mailto:marisas@creativeworkforce.com).