

# **Job Posting**

## **Marketing & Communications Coordinator**

### **September 2018**

The Community FoodBank of New Jersey (CFBNJ), a member of Feeding America®, has been delivering food, help and hope across the state for over 40 years. Last year, CFBNJ provided nutritious food for over 47 million meals through its network of more than 1,000 community partners including pantries, soup kitchens, emergency shelters, mobile pantries, and child and senior feeding programs. For our hungry neighbors, the Community FoodBank of New Jersey is the powerful agent of change that fills the emptiness caused by hunger and provides resources that are essential to earning a sustainable living.

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, InDesign 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 [developmentjobs@cfnj.org](mailto:developmentjobs@cfnj.org).