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# JOB OPENING ANNOUNCEMENT

## Marketing and Events Coordinator - VISTA

<b>Current Date:</b>	3/24/17
<b>Hiring Supervisor:</b>	Joe Norwood, Marketing and Events Manager
<b>Number of Positions Open:</b>	1
<b>Date Position Begins:</b>	05/01/17
<b>Applications Accepted through:</b>	04/30/17
<b>Date of Interviews:</b>	Until position is filled
<b>Days and Hours:</b>	Monday-Friday, 9am-5pm
<b>Location of Position:</b>	Salt Lake City, Utah
<b>Wage:</b>	AmeriCorps VISTA Monthly Stipend and Education/End of Service Award

The YMCA of Northern Utah is seeking a Marketing and Events Coordinator who would be responsible for helping to build the capacity of the Y's outreach communications and fundraising efforts to increase the awareness and impact of YMCA's programs and services in Utah. The chosen applicant will learn and build on skills related to marketing, promotion, advertising and event planning

### Position Requirements:

- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Ability to handle multiple tasks simultaneously and to prioritize appropriately. Organized and manages time well.
- Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- Ability to attend all trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- College degree preferred, ideally a Bachelor's Degree in marketing, communications, graphic design, fund-development, non-profit management or related field. Previous work experience not required, ideally 1-2 years of marketing, communications graphic design, event planning or fundraising experience, Non-profit and/or YMCA experience highly preferred. Ability to use a computer in order to effectively perform job duties. Proficiency in Microsoft Office Suite.
- Cultural awareness and competency in cross-cultural practice.
- Ability to manage relationships, group facilitation, problem solving, and teambuilding coordinating communication.
- Reliable and dependable.
- Spanish speaking and writing a plus.



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**General Skills & Abilities:**

- Assist with creation and distribution of promotional materials including direct mail, email, social media, YMCA website and brochures for use in meetings, and outreach with a variety of audiences.
- Assist with PR activities including community calendars, print ads, press releases, and PSAs.
- Support the planning, production and administration of YMCA sponsored fundraising events.
- Prepare YMCA sponsored event materials, sponsorship packages, programs, signage, etc.
- Assist with event logistics and in managing on-site production with the event as necessary.
- Assist with event volunteer recruitment, outreach and management.
- Ability to use a computer in order to effectively perform job duties including word processing, graphic design, research, and budgeting.
- Strong knowledge of Word, Excel, Adobe Suite, Website Management a plus.

**Other Information:**

Service benefits include:

- Coordinator will engage in real world, practical application of development and marketing
- Coordinator may build a portfolio of marketing and event materials
- Coordinator may establish professional connections through event planning and outreach activities

In 2015 The YMCA of Northern Utah became a VISTA sponsor to implement a Capacity-Building Project. The goal of this project is to strengthen and supplement efforts to eliminate and alleviate poverty and poverty-related problems in Utah. By serving as a VISTA, you'll gain new skills, friends, and experiences—plus you'll get the satisfaction that comes from helping others. During your service, you'll also receive a modest living allowance, health care, and other benefits. To learn more about the AmeriCorps VISTA program visit <http://www.nationalservice.gov/programs/amicorps/amicorps-vista>

**Application Process:**

Interested candidates must complete a YMCA Job Application which can be found on our website at <http://www.ymcautah.org/employment>.

Please complete and submit application online.

Also required is a current resume and letter of interest stating your skills and knowledge that would qualify you for this position.

Please e-mail all documents to Joe Norwood at [jnorwood@ymcautah.org](mailto:jnorwood@ymcautah.org)