



POSITION TITLE: **Marketing Coordinator**

ORGANIZATION:

The Phinney Neighborhood Association was organized in 1980 to build community by providing and promoting programs, services & activities aimed at connecting neighbors and fostering civic involvement in our diverse community. The PNA currently has programs in Arts, Education, Youth Enrichment, Community and Social Service, which operate out of six locations; it provides events and activities that connect neighbors on an ongoing basis and has a budget of approximately two million dollars a year. It has embarked on a capital campaign to purchase and improve its primary site of operations. For complete information regarding the PNA please go to www.phinneycenter.org.

SCOPE OF POSITION:

This is a half-time administrative/ technical staff position responsible for coordinating and managing the Association's marketing efforts.

ACCOUNTIBILITY: The Marketing Coordinator is accountable to the PNA Development Director

DUTIES AND RESPONSIBILITIES:

- Develop and implement a marketing plan for the Association with input from PNA Marketing Committee
- Work strategically and collaboratively with PNA Development staff
- Work collaboratively with PNA Marketing Committee
- Prepare and oversee distribution of PNA annual report
- Prepare annual marketing budget
- Prepare monthly program reports and special reports upon request.
- Oversee editorial content, production and distribution of *Phinney Ridge Review* with PNA staff and volunteers
- Oversee editorial content, production and distribution of PNA Member Newsletter in paper and digital formats with PNA staff
- Oversee maintenance and development of PNA website
- Prepare and oversee event and other publicity

SALARY: \$18/hour; Salary to be reviewed annually

BENEFITS:

- This position will be covered by State Industrial Insurance, Social Security. paid holidays, personal time, medical insurance and Cafeteria Plan as outlined in the PNA Employee Policies and Handbook.

EVALUATION:

- Work performance will be evaluated on a regular basis. Any problems or exceptional performance will be discussed immediately as they arise.



PHINNEY NEIGHBORHOOD ASSOCIATION

QUALIFICATIONS:

- BA and experience in marketing, journalism, advertising or related areas
- Excellent writing and editing skills with penchant for detail
- Demonstrated capacity for independent initiative and project management
- Experience with web design and maintenance
- Experience working with/coordinating volunteers
- Proficiency with Adobe Creative Suite
- Ability to master new technologies
- Strong interpersonal communication skills
- Strong multi-tasking skills and ability to work independently in an open office environment

TO APPLY:

Cover Letter and resume to: PNA Marketing
6532 Phinney Ave. N.
Seattle, WA 98103

Or email to: Ivonne@phinneycenter.org

Closing Date: July 22, 2009 by 5 p.m.