



TACAMO Community Veterans Association Communications/Marketing Coordinator Volunteer Job Description

Communications/Marketing Coordinator Manager Job Description

The TACAMO Community Veterans Association (TCVA) is looking for a talented Marketing/Communications Coordinator Manager. The TCVA Marketing/Communications Coordinator Manager coordinates the organization's marketing/communications activities and initiatives and oversees the creation of promotional materials to build and develop the TCVA brand identity.

Communications/Marketing Coordinator Job responsibilities include, but are not limited to:

- Develop strategic marketing initiatives and activities.
- Implement marketing plans that include print and online content.
- Create branded advertising campaigns and support marketing and design by coordinating and collating content from TCVA committee chairpersons.
- Traffic advertising efforts to the appropriate TCVA committee chairperson.
- Develop and manage the TCVA Board of Directors' internal communications system
- Create, maintain, and strengthen TCVA's overall brand through media avenues.
- Organize and streamline service offerings into user-friendly concepts.
- Maintain strict confidentiality of sensitive information.
- Simplify complex data into a user-friendly format such as graphs, charts, and other visual aids for TCVA members and the Board of Directors.
- Respond to incoming emails in a timely manner

Communications/Marketing Coordinator Manager Requirements:

- Bachelor's degree in marketing/communications or related (desired), or two years' experience in content management, creative writing, advertising concepts, and media negotiations.
- Critical thinker with strong problem-solving and research proficiencies.
- Ability to comprehend and interpret competitor strategies.
- Ability to gather large amounts of data and convert it into meaningful analysis.
- Solid organizational skills and detail oriented.
- Ability to work under pressure and meet strict deadlines.
- Creative mind with superb written and verbal communication skills.
- Ability to simplify complex information into a user-friendly format.
- Proficient in Canva graphic software and WIX.

