



## **Marketing Coordinator Job Description**

**Location:** *Nashville, TN*

**Reports to:** *Alisa Van Dyke, Vice President*

### **Duties and Responsibilities:**

*The Marketing Coordinator will work closely with the Marketing team to creatively and effectively communicate the mission of Healing Hands International (HHI) and increase donor engagement.*

#### **Social Media Management**

- Schedule and post content weekly or monthly across platforms such as Facebook, Instagram, and LinkedIn, including static posts, Reels, Stories, and more.
- Manage social media accounts by responding to messages, engaging with comments, following and interacting with relevant accounts, and sharing HHI content across various channels.

#### **Graphic Design**

- Design promotional materials for campaigns, newsletters, and events.
- Collaborate with digital and print advertisers to create and manage ads.
- Update donor reports, photo books, and promotional materials for all programs.

#### **Content Creation**

- Capture and edit photos and videos for use across social media, websites, email marketing, and print materials.
- Ensure high-quality, mission-driven content aligns with HHI's messaging and brand.

#### **Coordination**

- Work closely with the five core HHI programs and other departments to ensure each ministry's needs are communicated effectively across design, platforms, and email.

### **Skills & Qualifications:**

- A Christ-follower with a passion for nonprofit work and global impact.
- Bachelor's degree in marketing, graphic design, or a related field.
- Proficient in Google Suite, social platforms, and Canva; Adobe Creative Suite experience a plus.
- Experience with DSLR photography and video production.
- Strong communication skills, detail-oriented, and able to work both independently and collaboratively.

### **Job Expectations & Benefits:**

- Full time, in-person position based in Nashville, TN.
- Benefits include health insurance through BlueCross BlueShield of Tennessee, 10-days of paid vacation time, 5-days of paid ministry leave, and opportunity for one remote workday per week.

### **How to Apply:**

If you're interested in this position, please email Leighton Kennedy at [lkennedy@hhi.org](mailto:lkennedy@hhi.org) with your resume. References and/or a cover letter are optional but encouraged. Feel free to reach out with any questions.