



## \*JOB DESCRIPTION – Marketing Coordinator – Online Content

Position: Marketing Coordinator - Content

Institution: Kanakuk Ministries

Location: Branson, Missouri

Exemption status: Exempt

Supervisor: Director of Communications

Do you like to communicate on the web? Is crafting a consistent online brand something you are passionate about?

We're seeking a writer/content editor who can work on multiple projects simultaneously and handle tight deadlines. You must have strong content management system aptitude. You will work with Design, Marketing, and third party developers to create compelling content that is appealing to online prospects and existing customers. You must have a proven track record as a strong customer advocate and be willing to engage other team members to develop content and establish an ongoing dialogue with key players.

### Responsibilities:

- Writing original content for summer camping experiences.
- Publish content using a CMS system
- Support work being done in social channels like Facebook and Twitter
- Developing processes to improve content deliverables from internal and external sources
- Enforcing quality control for brand standards and strategies.

### Skills and Experience:

- 1-2 years experience working as an editor, writer or producer in the online environment for a non-profit, media agency, or corporate communications department.
- Passion and knowledge of Kanakuk Kamps is helpful.
- Ability to manage multiple projects in a schedule-driven, fast-paced environment
- Experience and knowledge of content management technology
- HTML and CSS skills
- Comfortable working in a collaborative team environment
- Strong editing skills. Knowledge of style guide is a plus
- Highly organized, self-motivated, and resourceful
- Sense of humor, even under stressful conditions.
- Experience working directly with customers.
- Bachelor's degree in Journalism, English, Communications or a combination of work experience and education in a related field is preferred.

### Special Requirements:

- Commitment – to Christ and to the mission and vision of Kanakuk
- Integrity – in all matters

- Discretion – the ability to handle restricted and confidential information in a professional manner and maintain the information with total confidentiality
- Discernment – the ability to use sound judgment in the decision-making process

About Kanakuk Ministries:

[www.kanakuk.com](http://www.kanakuk.com)