



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Project Coordinator</i>	EEOC Job Classification	Administrative Support Workers
		FLSA Classification	Non-exempt Full-time – 40 hours/week
Department:	Marketing	W/C Classification	8810 - Clerical
Reports To:	Director of Marketing	Compensation	\$18.00 - \$20.00/hour

SUMMARY

Advance the mission and vision of TMUS by maintains a robust marketing project calendar and supporting the marketing department with various campus-wide projects across print, web and digital platforms.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office management and administration supporting the Director of Marketing
- Strong technical skillsets with platforms such as Trello, MS Excel, MS Teams, Salesforce, Meta Ads Manager, Google Ads, Zapier, and others.
- Coordinates projects with multiple vendors, including procuring competitive quotes & pricing.
- Works closely with departments in the development of specialized marketing projects; ensures marketing projects align with University-wide marketing goals, policies, and guidelines.
- Maintains production calendar, fulfilling University requests in a timely manner.
- Monitors and evaluates program effectiveness, prepares program proposals, and produces periodic evaluation reports to management.
- Coordinates production and fulfillment of printed and electronic promotional materials including catalogs, brochures, flyers, and electronic content.
- Develops and helps manage a detailed project plan for marketing campaigns.
- Provides support for promotional University-wide special events such as open houses, book signings, outreach and community events, tours, banquets, exhibits, product or service fairs, and athletic events.
- May lead, guide, and train student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Promotes community awareness of marketing programs.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.

- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience
- Proficient in Microsoft Office Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.