



Marketing Coordinator

This is a full-time position located in Fargo, ND

F5 Project is hiring a full-time Marketing Coordinator to help foster community through communications, drive impact through events, and create engagement through connections. You'll be responsible for the execution of marketing efforts through our podcast, website and design efforts! Come work alongside teammates aiming to create better communities for all.

Overview of Responsibilities

Marketing + Communications

- Assist the Marketing team to create, manage and execute marketing campaigns such as event marketing, brand awareness campaigns, donor campaigns, etc.
- Work on coordinating, designing and developing handouts, promotions, advertisements, and other marketing materials that relate to the promotion of our programs, stories of our participants, involvement in the community, and events for all departments and offices
- Develop and design multimedia content including video, audio, and graphics to support marketing and communications efforts on a variety of platforms
- Take photos at events, team events, and as needed for content
- Maintain an inventory of materials making sure all resources are accurate and current and coordinate with the marketing team when new materials are needed
- Order print materials and merchandise
- Work with a variety of vendors for printing, photography and videography services, etc.
- Manage email campaigns and e-newsletters from content, design, layout, and scheduling
- Assist in recording our weekly podcast and manage the podcast from a marketing and communications perspective
- Manage and update website content, including publishing articles and events, complete tests to ensure website efficiency and quality, and auditing content to ensure it is correct and up to date

Other

- Manage and oversee day-of event happenings to ensure everything meets standards and act quickly to resolve problems
- Attend and participate in committee meetings, job fairs, tradeshow, and community outreach initiatives
- Other tasks as assigned

Required Knowledge, Skills and Qualifications

- Minimum of 1 year of marketing/design experience
- Excellent communication skills
- Strong organizational skills and attention to detail
- Ability to communicate well in-person, written, or over the phone



- A self-starter with the ability to work independently, as well as in a team
- Ability to work occasional evenings and/or weekends for events or meetups

Preferred Knowledge, Skills and Qualifications

- Degree in Marketing, Communications, Business or related degree
- Ability to use Adobe Creative Cloud (Photoshop, Illustrator, InDesign, etc.) and Microsoft Office (Excel, Word, PowerPoint, etc.)
- Experience in Canva
- Understanding of Wordpress

Benefits and Culture

- Flexible work environment that allows the employee to work from varied environments and locations (Note: this role must be located in Fargo, ND)
- Unlimited FTO
- Competitive Health, Dental, and Vision Care
- 7 Paid Holidays
- Generous paid parental leave

To Apply: Please send both a cover letter and resume to Darby Njos at darby@f5project.org.

About F5 Project

F5 Project was founded to disrupt the cycle of crime, addiction and isolation by coming alongside individuals when they need it most. Through our services, F5 Project supports individuals to obtain employment, housing, health care and other basic needs. Our approach empowers those to achieve their goals by fostering hope and restoring purpose. Founded in 2016 by Adam Martin, F5 Project is headquartered in Fargo, North Dakota with 8 offices across the state.