Full-Time Website and Data Coordinator

The Cosmosphere Marketing and Development Department seeks a team member who loves communicating through technology. If you can tell a compelling story through solid copywriting skills for digital channels and you’re ready to contribute to multiple websites, social media channels, donor communication and data management in a fun and flexible environment, apply today!

This full-time position will report to the Sr. Vice President of Communication and Chief Development Officer. Primary responsibilities will be split between marketing and development with tasks ranging from daily content development and engagement with social media and website updates to donor data management.

EDUCATION, EXPERIENCE & QUALIFICATIONS • Bachelor’s degree in marketing, communication, or related field. • Minimum 1-3 years of experience in marketing with an emphasis on data and website management. • Proven organizational skills and ability to multi-task and prioritize projects. • Strong interpersonal skills with ability to work individually and as part of a team. • Ability to interact and collaborate with a variety of constituents. • Strong writing and proofreading skills; working knowledge of AP Style preferred.

SKILLS & COMPETENCIES • Demonstrated proficiency using the Adobe Creative Suite, InDesign, Illustrator, Photoshop, Premiere and Microsoft Suite. • Experience in web development and content management; knowledge of HTML, CSS and JavaScript; ability to learn Versai CMS to update content and website structure as needed. • Content development and design skills for social media platforms including Instagram, Facebook, Twitter and LinkedIn. • Video production, editing and photography skills a plus. • Desire to learn new processes and willingness to take direction in all areas • A sense of servant leadership based on humility and desire to serve the organization’s mission and purpose with an excellent work ethic. • A commitment to support a collegial, responsive, and positive workplace culture based on mutual respect and open communication.

RESPONSIBILITIES • Regularly audit and update website(s) under the direction of the Content and Design Director. • Daily entry of donations and production of thank you letters and production of reports. • Engage in team projects with marketing and development team. • Special event support • Occasional weekend and evening assignments. • Other duties as assigned.

The Cosmosphere is an Equal Opportunity Employer. Send references and resume to hr@cosmo.org.