



**We are hiring!**

## **Marketing Coordinator**

### **Background & Description:**

[Presence Quotient](http://www.presencequotient.org)®, also known as Presence, is a Christian 501(c)(3) non-profit organization that provides tools and training for individuals and families to apply Christian values to their everyday lives, bridge the cultural and generational gaps, and be equipped to lead and serve in their communities. Website: [www.presencequotient.org](http://www.presencequotient.org)

We are seeking a **Marketing Coordinator** to join our team to assist the marketing department with its initiatives and programs.

### **Duties and Responsibilities include (not in any particular order):**

1. Develop and execute social media, marketing, and fundraising campaigns.
2. Create original content for marketing campaigns.
3. Monitor social media platforms, including but not limited to Facebook, Yelp, Youtube and WhatsApp.
4. Oversee organizational websites and apply search engine optimization. Review Google Analytics and provide recommendations.
5. Review to provide feedback to promotional and training program videos and products.
6. Coordinate with video editors.
7. Coordinate with churches on events and training programs.
8. Assist in co-ordinating fundraising events.
9. Support other small project coordination as needed.

### **Qualifications:**

- Skills: Creativity. Project management. Communication. Research. Flexibility.
- Bi-lingual preferred (English and Chinese-Mandarin and Cantonese).
- Strong computer skills: Microsoft office, Google applications.
- Solid grasp on marketing platforms including social, digital, and email marketing.
- Bachelor degree in marketing, communications, business administration, or a related field.
- Able to work in a multi-generational setting.
- Available on weekends if needed to provide support at events.
- A serving heart. Humble attitude. Good Christian values.
- Legally eligible to work in the U.S.

**Position Type:** Part-time 20-30 hrs/week

**Requested Documents:** Resume & Cover Letter, Two references (name, relation, phone, email).

**Location:** City of Industry, CA (work from home during COVID-19)

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