



## Career Nexus Marketing Coordinator

### **Position:**

Part-time, 20-25 hours per week. Potential to grow into a full-time position, based on success.

### **Description:**

Creates awareness and recruits diverse intern applicants for internships. Raises awareness of Career Nexus internships with employers and assist them in posting internship opportunities. Includes tracking and other administrative responsibilities

### **Essential responsibilities:**

- Work with Communications partner to develop tools, website content, emails and materials to market to potential interns and employers
- Assist in the preparation of employers to receive interns and provide support where necessary
- Collect and analyze quantitative and qualitative data from marketing campaigns
- Develop and implement marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Tracking of interns and employers through the internship process, including pre- and post-internship surveys
- Other administrative duties as assigned

### **Examples of work:**

- Recruiting interns and employers for Career Nexus internships through a variety of media and relationships
- Work with and schedule employers for onboarding sessions
- Create and post Instagram, twitter, TikTok and Facebook stories daily
- Assist in taking and stockpiling photos and videos
- Monitoring email from website forms
- Checking in on employers and interns

To learn more about Career Nexus go to our website at <https://careernexus.org/>.

For inquiries or to apply, please send your resume to or contact Kurt Madden at [kurt.madden@careernexus.org](mailto:kurt.madden@careernexus.org).

