

**Title: Marketing Coordinator**  
**Responsible to: Director of Programs & Marketing**

**Qualifications:**

1. Enrollment at a 4 year college.
2. Has knowledge, training, and/or experience using DSLR cameras and Adobe Creative Suite Production & Design software.
3. Possess strong listening and communication skills
4. Desire to model Christian values
5. A growing, searching, and tolerant Christian faith
6. Interest, knowledge, and skills in a variety of camp programs
7. Certification in First Aid and CPR

**Overall Responsibilities:**

1. Produce marketing materials to share the value of the camp experience.
2. Manage social media outlets to communicate and advertise programs and benefits of camp experience.
3. Work with staff to create an atmosphere of Christian community which will promote spiritual, physical, intellectual, and social growth among its members.

**Specific Responsibilities:**

1. Serve as photographer and videographer for all camp programs.
2. Edit photos and videos.
3. Develop end-of-the-week video for closing ceremony and make copies for purchase.
4. Administer daily blog.
5. Update camp community through daily posts on social media outlets.
6. Develop weekly newsletter for parents.
7. Develop summer camp promo video for 2018 summer.
8. Assist with the weekly check-in and check-out process.
9. Serve as a Meal MC.
10. Participate in clean up at the end of each week of camp.
11. Perform additional duties as assigned.

**Evaluation process:**

Director of Programs & Marketing will provide a performance evaluation at the middle and conclusion of the summer.

**Rev. 12/16**