

Events and Marketing Coordinator (Volunteer)

Reports to: Division of Communications and Marketing
Position Status: Volunteer (Unpaid)
Time Commitment: As needed, when available.

About HBCU Campaign Fund

In 2012, HBCU Campaign Fund (HCF) was founded under the vision and as the brainchild of founder Demetrius Johnson, Jr. HCF missions as an advocacy non-profit is to support the significance and raise funds to provide scholarships and for private and public HBCUs and MSIs.

Position Overview & Basic Function:

Plan, produce, and oversee execution of marketing and communications plan activities including media, promotions, website, and collateral materials. Develop materials to deliver the organization's messages to the public and the media. Oversee and assist with organization and coordination of conferences, meetings, seminars, and other events.

Primary Responsibilities:

- Provide support and assistance in planning, developing, producing, and delivering marketing and communications materials
- Use independent judgement to execute a marketing plan
- Analyze marketing and communications programs and make recommendations to adjust strategy and tactics to increase effectiveness
- Coordinate arrangements for all meetings and events: Assist with negotiation for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, ensure appropriate décor
- Serve as a liaison with vendors on event-related matters
- Assist with preparing budgets and provide periodic progress reports to Senior Vice President for each event project
- Propose new ideas to improve the event planning and implementation process

Minimum Qualifications:

- Associate degree essential, bachelor's degree preferred. Desired field of study: marketing, communications, event planning, or equivalent experience;
- Computer proficiency: word-processing, spreadsheet, PowerPoint, and data base management;
- Excellent organizational and office skills;
- Strong communication and interpersonal skills;
- Ability to work remotely, independently while maintaining effective working relationships with co-workers, supervisors, stakeholders, and the general public;
- Enthusiasm for the mission of HCF, students, HBCUs, MSIs, and higher education.

Benefits:

- Gain experience working with an HBCU advocacy non-profit organization
- Stipend or salary allowance may become available

To Apply:

Deadline is Monday, April 6, 2020. Applicants must apply online at www.hbcucampaignfund.org/opportunities. Please include a cover letter of interest and resume.