

<b>Job Title</b>	Events and Marketing Coordinator
<b>Employer/ Agency</b>	Family Service Center of Galveston County
<b>Job Description</b>	<p>Reports to and partners with the Development Director to spearhead marketing and coordination of fundraising events. The Events and Marketing Coordinator works to increase community visibility and knowledge about FSC, develop "FSC Friends," and engage stakeholders in supporting FSC.</p> <p>The Events and Marketing Coordinator will be a successful and enthusiastic marketing and event planner to produce marketing content and events from conception through to completion. Event responsibilities include providing outstanding customer service and organizing memorable events that meet quality expectations. Marketing responsibilities include implementing strategies and tactics that grow our followers, engage and retain them, and help convert them into clients and/or advocates and promoters of FSC. The Events and Marketing Coordinator reports directly to the Development Director.</p> <p><b>ESSENTIAL JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Please see full job description at <a href="http://www.fscgal.org">www.fscgal.org</a>.</li> </ul>
<b>Qualifications</b>	<p><b>REQUIRED EDUCATION / EXPERIENCE:</b> Bachelor's or Master's degree and two years relevant experience.</p> <ul style="list-style-type: none"> <li>• Creative with a strong ability to be open to and solicit creativity from team</li> <li>• Proven experience as an events planner or organizer</li> <li>• Portfolio of previously managed events (weddings, meetings, parties, fundraising events)</li> <li>• Proficiency in using social media software to create, drive, and monitor social media conversations.</li> <li>• Excellent time management and communication skills</li> <li>• Ability to work with and lead community volunteers</li> <li>• Excellent organizational skills and efficiency in setting priorities and executing tasks from idea to evaluation</li> <li>• Strong ability to manage multiple projects independently</li> <li>• Ability to maintain positive energy and motivate and inspire people to achieve their best and remain solution-focused</li> <li>• Ability to communicate effectively verbally and in writing</li> <li>• Ability to relate comfortably and appropriately to agency staff and clients</li> <li>• Professional appearance</li> <li>• Ability to communicate effectively with people of all ethnic backgrounds and social standing</li> <li>• Proficient in MS Office and Donor database environments</li> </ul> <p><b>KNOWLEDGE/SKILLS/ABILITIES:</b></p>

	Energetic, positive, goal-oriented individual with an ability to work with community and agency volunteers while remaining sensitive to political and social context. Ability to take the initiative and be self-motivated. Excellent organizational skills and efficiency in setting priorities and executing tasks from idea to evaluation. Effective written and verbal communication skills with people of all ethnic backgrounds and social standing. Ability to work cooperatively and appropriately with all agency staff and clients. Knowledge of, and compliance with, the principles of professional ethics and confidentiality. Knowledge of computers, social media platforms, software applications and mobile communication.
<b>Salary/Hours</b>	Salary to be determined based on experience/40 hours per week, Monday – Friday, some evenings and weekends
<b>Employer/Agency</b>	Family Service Center of Galveston County
<b>Address</b>	2200 Market Street, Suite 600
<b>City, State, Zip</b>	Galveston, Texas 77550
<b>Contact Person</b>	Maryanne Termini
<b>Contact Title</b>	Finance and Administrative Manager
<b>Telephone Number</b>	409-762-8636
<b>Fax Number</b>	409-762-4185
<b>Email Address</b>	<a href="mailto:centero@fscgal.org">centero@fscgal.org</a>
<b>Application Method</b>	Complete FSC Employment Application and job opportunity description available at: <a href="http://www.fsc-galveston.org/contact/employment/">http://www.fsc-galveston.org/contact/employment/</a>
<b>Opening Date</b>	8/25/2017

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjjobs@central.uh.edu](mailto:mswjjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**  
GRADUATE COLLEGE of SOCIAL WORK