



HUTCH REC: MARKETING COORDINATOR

Status: Full-time (40 hours/week) with medical and leave benefits

Starting Salary: \$35,000-\$40,000 annually, DOQ

Reports to: Director of Marketing & Development

JOB SUMMARY: Under direction of the Director of Marketing & Development, this position's primary responsibility is to implement the organization's overall look and brand in the community through graphic design, publication design, website updates, social media presence, and other marketing of events and programs.

DUTIES & RESPONSIBILITIES:

- Coordinates the organization's social media presence
- Coordinates the design for the seasonal Activity Guide, newsletters, flyers, posters, and various publications
- Designs digital graphics for organization
- Oversees video and animated graphic production
- Represents Hutch Rec at various community events, fairs, expos, etc.
- Coordinates the website management and updates
- Updates customer databases used for effective and efficient marketing
- Assists with the development of sponsorship packages and brochures
- Assists in the research and development of new marketing platforms
- Additional duties as assigned

JOB REQUIREMENTS: Knowledge and experience in graphic design, primarily in Adobe InDesign, Illustrator, and Photoshop, as well as the initiative to learn website administration and other duties as assigned. Strong communication, organization, and multitasking skills while working independently on projects also required and expected. Ability to work flexible hours, including evenings and weekends for events, is required. Position open until filled.

*Please send cover letter, graphic design samples,
and resume to:*

**Hutchinson Recreation Commission
Attn: Marketing Coordinator
17 E. 1st Ave
Hutchinson, KS 67501**

