

# Marketing Coordinator

## Firm Overview

gothamCulture is a client-focused organizational development firm that has built a reputation worldwide for developing and cultivating long-term partnerships with organizations providing culture, leadership and strategy solutions. We utilize a unique set of skills and talents in concert with our client's expertise in order to help organizations transform the way they 'do business' to best serve their employees, customers, and shareholders. By combining proven organizational theory with cutting edge assessment techniques, programs, and strategies, gothamCulture helps organizations prepare for the evolving challenges they face as they navigate change.

## Core Values

### Unwavering Integrity

We are honest with each other, our clients, and about our own competence. We do what's right, even when no one is looking.

### Committed to the Core

We feel a deep responsibility to each other and to our clients. We act with empathy and with the best interest of others in mind.

### Maniacal Pursuit of Excellence

We have an obligation to ourselves, our clients, and other stakeholders to never settle for anything less than excellence. It's the standard to which we hold ourselves and what others deserve from us.

### Relatable Expertise

We remain humbly confident in our own capabilities and expertise. We pride ourselves in our ability to relate to our clients in an approachable, transparent manner.

### Authentic Community

We connect with each other in authentic ways because we know that together we can do more than any of us could alone. Each of us plays a unique part in fostering a community of involvement and inclusion.

## Position Overview

gothamCulture seeks motivated and results-oriented candidates who are interested in being part of a rapidly growing organizational development consulting firm. The Marketing Coordinator will be responsible for social media and marketing coordination and support. Specific responsibilities to include:

- Social Media and Marketing Coordination
  - Support execution of marketing strategy
  - Coordinate website enhancements
  - Coordinate marketing activities
  - Proofread marketing collateral

Successful candidates will possess the following qualities:

### Organization/Planning

Demonstrates strong organizational skills, handling many tasks simultaneously. Effectively prioritizes to ensure all deadlines are met and all issues are resolved.

### Communications

Communicates in a clear, concise, and understandable manner both orally and in writing internally and externally.

### Teamwork

Demonstrates strong interpersonal skills, works toward team success and removes barriers to cooperation and teamwork across organizations and client networks.

### Analytical

Thinks through tasks and issues methodically, identifies root causes, develops and presents sound and workable solutions. Pays attention to detail and achieves consistent accuracy. Continuously seeks a deeper knowledge of the business processes and systems to better resolve issues as they arise.

### Leadership

Builds leadership and organizational capability by breaking down barriers, seeking optimal solutions to problems across the firm, with vendors, and with clients. Takes initiative and responsibility to improve work processes, documents those processes, and communicates to work group. Goes the "extra mile" to learn and understand job functions as well as overall business to achieve a high level of output and satisfaction. Results oriented.

### Computer Skills

Microsoft Office Suite, Google Apps Suite, Google Analytics, Facebook, LinkedIn, WordPress

## Qualifications

- Bachelor's degree
- 1-3 years of experience in an marketing support role
- Proficiency coordinating marketing activities
- Regular attendance and punctuality
- Legally authorized to work in the United States
- Must be able to pass a background check

## Time Commitment

This job will be on a part-time basis, 24 hours a week with the opportunity for growth.

## Location

Bainbridge Island, WA.

## Compensation

- \$25.00/hour
- 401k match

## Contact Information

Please send résumé and cover letter to: [info@gothamculture.com](mailto:info@gothamculture.com) with “Marketing Coordinator Application – FirstName LastName” in the subject.