



**Job Title:** Marketing & Special Projects Coordinator  
**Classification:** Full time  
**Exempt Status:** Nonexempt  
**Reports to:** Human Resources Director  
**Direct Reports:** None

Community Action Agency of Greater Kansas City is a nonprofit organization providing programs and services to low-income residents of Jackson, Platte and Clay counties, Missouri.

**Minimum requirements:**

1. Bachelor degree in Business Administration, Marketing.
2. Five (5) years of marketing and project management experience
3. Experience working with the public
4. Strong writing and organizational skills
5. Experience with email, facsimile machine, scanner and copier
6. Proficient in Microsoft Office products: word, excel, publisher and outlook, adobe creative cloud
7. Some evenings and weekend hours required
8. Reliable transportation, valid driver license and maintain active car insurance

**Minimum skills:**

1. Work with all levels of personnel
2. Design and maintain marketing vehicles for all programs and services
3. Strong experience in all vast of marketing including websites maintenance, publishing, print, and social media
4. Design and maintain marketing vehicles for all programs
5. Be non-judgmental and objective in working with clients
6. Work effectively in high stress situations
7. Independently work and/or team setting and adhere to deadlines
8. Ability to schedule appointments and adhere to deadlines

**Essential functions:**

1. Partner with Managers, Program Director, and Executive Director & CEO on all aspects of programs and provide marketing materials
2. Ensure required grantor statements are included on printed material
3. Perform research to identify how to design and maintain brand for the organization and its' programs and services
4. Obtain bids as necessary for marketing materials and other services as needed
5. Prepare corporate Annual Report
6. Update and maintain website and social media vehicles
7. Provide reports and oversee special projects as requested
8. Develop forum to keep employees informed of organization news
9. Maintain donor list
10. Design and order marketing material and signage
11. Perform excellent customer service to participants, staff and vendors by telephone, in person and/or in writing
12. Adjust to frequent change in duties and procedures



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- 13. Perform other duties as special projects are assigned
- 14. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
- 15. Any other duties as assigned

**Physical Demands:**

Sitting	80%	Standing	10%
Bending	5%	Lifting	5% ability to lift at least 25 lbs. or less

Interested persons can submit their resume to [hr@caagkc.org](mailto:hr@caagkc.org)