



NOW HIRING!

Marketing & Events Coordinator

This is a full-time, non-exempt position (40 hours per week).

Benefits Include: Paid Time Off (Vacation & Sick Time) and Retirement Matching

The Marketing & Events Coordinator is responsible for all marketing, communication, design, and public relations activities for the association and its events. This includes promotion to consumers, members and potential members. The Marketing & Events Coordinator is also responsible for the coordination of membership events (i.e. Christmas Party, golf outing, etc) assigned.

Specific duties may include:

- Manage all social media platforms
- Plan and create email campaigns.
- Manage the cvhomebuilders.com and paradeofhomescv.com websites.
- Create the Home Inspirations magazine.
- Write and distribute press releases.
- Coordinate the marketing for the Parade of Homes and Home and Garden Show.
- Act as the staff liaison for the Public Relations committee.
- Ensure all marketing and messaging meets CVHBA branding standards.
- Organize and plan member events in conjunction with committees (i.e. golf outing and Christmas Party)
- Provide office coverage and support as needed.
- Other duties as assigned.

Qualifications:

- Associates Degree in marketing or related field
- At least 2 years of marketing, design or public relations experience
- Experienced using Adobe InDesign, Photoshop and Illustrator
- Excellent communication skills
- Excellent organizational skills
- Demonstrated ability to build professional relationships
- Strong work ethic
- Demonstrated leadership skills
- Must have vehicle or consistent access to a vehicle
- Able to work a flexible work schedule that includes occasional evenings and weekends for events

Membership Coordinator

This is a full-time, non-exempt position (40 hours per week).

Benefits Include: Paid Time Off (Vacation & Sick Time) and Retirement Matching

The Membership Coordinator is responsible for the member experience and building strong relationships with current and prospective members. This includes knowing how to ask the right questions, listen to members, understand their needs and match them to Association benefits. The Membership Coordinator is also responsible for the coordinator of membership events.

Specific duties may include:

- Prospect and recruit members
- Manage the member retention activities and build relationships with members
- Conduct exit interviews of non-renewing members
- Manage member referral programs
- Coordinate the mentorship program
- Organize and plan member events in conjunction with committees (i.e. golf outing and Christmas Party)
- Ensure all membership information is accurate in the database
- Act as the staff liaison for the Membership Committee
- Provide office coverage and support as needed.
- Other duties as assigned.

Qualifications:

- Associates Degree in marketing, sales or related field; Bachelor's Degree is preferred
- At least 2 years of marketing, sales or project management experience
- Customer service experience
- Excellent communication skills
- Excellent organizational skills
- Demonstrated ability to build professional relationships
- Strong work ethic
- Demonstrated leadership skills
- Must have vehicle or consistent access to a vehicle
- Able to work a flexible work schedule that includes occasional evenings and weekends for events