

**Heartland Credit Union Association
Communications Coordinator
Wichita, KS**

Supervised by:

Communications Director

Hours and workspace

- 30 hours per week
- Duration: May 13 (ish)-September 6 (18 weeks)
- The Heartland Credit Union Association will provide work space, computer, office phone, appropriate software and other necessary equipment.

Communications Coordinator Duties:

Support the Marketing and Communication department with event marketing projects, website updates, graphic design projects and other projects as assigned: (but not limited to):

- Write, create and send event related or other marketing emails.
- Create necessary signage for events.
- Create and post some website articles.
- Assist with website content management.
- Graphic design services.
- Assist with Convention & Annual Meeting marketing needs.
- Other duties as assigned.

Requirements:

- Professional in marketing or communications.
- One year experience.
- Marketing copywriting experience.
- Website/database experience and graphic design knowledge. (Drupal/CiviCRM knowledge would be helpful, but not required).
- Email marketing knowledge
- Ability to work independently, meet deadlines.
- Positive attitude a must.
- Knowledge in Microsoft Suite, Adobe Suite.