



## Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### Marketing & Communications Coordinator

The Marketing and Communications Coordinator supports the development and execution of strategic marketing, branding, and communications initiatives. This role is responsible for creating compelling content, managing social media platforms, coordinating campaigns, and ensuring consistent messaging across all channels to enhance the organization's visibility and engagement. This position helps build awareness, strengthen donor and community relationships, and promote programs and services through strategic communications and marketing initiatives. This role combines strong writing, design, and digital skills with a deep commitment to OPCS's mission of ending homelessness and promoting housing stability.

#### Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid Life Insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year.

#### Duties and Responsibilities:

- **Visual Storytelling & Graphic Design**
  - Design high-quality print and digital materials including brochures, flyers, social media graphics, signage, reports, videos, and ads.
  - Collaborate with program staff to produce materials that support outreach, education, and fundraising. Content created should reflect the dignity and resilience of OPCS clients and align with our brand identity.
  - Assist with photography and video production for events and campaigns.
- **Social Media & Digital Marketing**
  - Manage and grow the organization's presence across social media platforms.
  - Create and schedule posts that promote events, share success stories, fundraising, and engage the community.
- **Brand & Messaging**
  - Ensure brand consistency in all communications and marketing materials.
  - Support the development of messaging strategies for campaigns and events.
- **Event Promotion & Coordination**
  - Assist in marketing and communications for fundraising and community events, including outreach, materials, and post-event follow-up.
  - Coordinate with internal teams and external vendors as needed.
  - Support event logistics and capture media for post-event communications
- **Website & Email Campaigns**
  - Maintain and update website content to reflect current services, events, and news.
  - Design and send email campaigns using platforms like Mailchimp or Constant Contact.

Other duties as assigned

#### Qualifications:

1. Demonstrated interest in nonprofit work and a strong commitment to the mission of OPCS.
2. Bachelor's degree and 3+ years of professional working experience in either fundraising,

#### Job Status

Full-Time

#### Pay Rate

\$22.42 - \$27.53 – \$32.63

#### Pay Comments

Salary based on experience.

**In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.**

***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***

Old Pueblo Community Services  
2323 S. Park Ave  
Tucson, AZ 85713



Employment References and background check is conducted pre-employment.

communications, or marketing. Bachelor's degree in marketing, Communications, Public Relations, or related field (or equivalent experience).

3. Exceptional communication skills, including the ability to present information concisely and effectively, both verbally and in writing.
4. Strong administrative and computer skills, proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Publisher; familiarity with Canva and Adobe Creative Suite (Photoshop, InDesign, Illustrator) a plus.
5. Experience with social media platforms
6. Knowledge of video production and editing a plus
7. Ability to prioritize concurrent projects with a high level of attention to detail.
8. Responsible, dependable, energetic self-starter with a strong interpersonal skill and a commitment to a team approach.
9. A flexible schedule with availability on some nights and weekends.
10. Ability to work with cultural and socioeconomically diverse populations.
11. Must possess a current AZ Driver's License and Insurance and have reliable transportation.
12. Bilingual and/or a Veteran is a plus.