



Job Posting – Marketing & Communications Coordinator

Without Permission is a non-profit, faith-based organization that works to end sex trafficking through Prevention, Justice and Restoration. With a national collaborative partnership network, local community involvement, church mobilization and distinctive training programs, our volunteers and staff are making a decided difference in the Central Valley.

Typical Duties and Responsibilities

We are looking for a Marketing & Communications Coordinator to lead the marketing strategy and communication execution of Without Permission. The MarCom Coordinator will handle graphic design/implementation of digital and print content, social media engagement and interaction, website upkeep and maintenance, light photography, upkeep of office equipment and technology, resource/supply stocking, and will provide administrative support for special projects. The MarCom Coordinator will report to the Director of Integration.

Distinguishing Characteristics

- Our ideal candidate is an excellent oral and written communicator, is highly organized and has excellent time management skills. Proficiency in using Adobe Creative Suite, Microsoft Office, Excel, Gmail Admin and Zoom, with a proven ability to troubleshoot typical office equipment issues and basic local networking systems. Operating from a heart of servant leadership, relationship building, teamwork, and interpersonal skills are evident strengths. Has a personal faith in Jesus Christ.

Preferred Education and Experience:

- An AA or Bachelor's degree from an accredited college or university and two years of marketing-related work experience.

OR

- Two or more years of increasingly responsible marketing-related experience in a non-profit or social service organization, preferably in the field of human trafficking prevention.

Hours/Salary:

- 28 hours/week; Mon – Thurs; 9 AM to 5 PM
- Pay rate: \$16.00 - \$18.00 hourly DOE

Requirements:

- Reliable automobile and current auto insurance.

If you passionately support the vision and mission of Without Permission and possess personal qualities of integrity and credibility, please submit a cover letter, comprehensive resume, three professional references, and two personal/pastoral references for consideration to:

Sheri Matteucci, Administrative Assistant
info@withoutpermission.org