



Sunnyvale Community Services

Preventing Homelessness and Hunger in Our Local Community

Marketing Communications Specialist

We're looking for a talented Marketing Specialist to support a wide range of initiatives aimed at building awareness of Sunnyvale Community Services and driving engagement with our agency. The Marketing Specialist will play a key role in executing integrated marketing strategies, including email campaigns, social media, printed newsletters, web presence, events, and more. The Marketing Specialist will report to the Marcom Program Manager and will work closely with all facets of the agency. This is an hourly position, and some weekend and overtime may be required.

Full-time, Monday – Friday
40 hours work week, On-site
\$26.00 - \$30.00 per hour, depending on experience

DUTIES & RESPONSIBILITIES

- Support all marketing initiatives including digital media (social media, email campaigns, web development), print media (newsletters, direct mail), video production, events, and other tasks as needed.
- Execute Social Media campaigns and report results.
- In cooperation with program staff, write client success stories.
- Respond to general inquiries or messages sent to SCS email aliases or Social Media accounts.
- Manage multiple and concurrent projects, keeping them on schedule and within scope
- Work closely with key outside vendors in support of marketing programs.
- Lead coordination of internal and external meetings and events, including, but not limited to, site selection and room block management, catering, audio-visual/other technology, printing and supplies, and researching and securing contracts from relevant vendors.
- Support the planning, coordination, and arrangements for in-person meetings and events, including coordination of pre- and post-event tasks.

QUALIFICATIONS

- Bachelor's degree in business, marketing, communications, or a related field from an accredited university.
- 2+ years' experience managing all aspects of large and small events, developing engaging content for social media platforms, and developing successful email marketing campaigns.

- Excellent writing skills, with experience in writing short-form copy and long-form content.
- Superior organizational skills.
- Proficiency with graphic design programs such as Adobe Illustrator and/or Photoshop a plus.
- Knowledge of Google Analytics, Google Ads, Google Search Console, YouTube Analytics, and Facebook Analytics.
- Excellent interpersonal skills.
- Demonstrated interest in working in the nonprofit sector.
- Northern California Bay Area candidates only.

PHYSICAL REQUIREMENTS

- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, or kneel.
- Environment will be indoors with a normal office environment amount of noise, with occasional increased noise if in the warehouse.
- Vision abilities required by this job include distance for safety and close vision for reading, computer, etc.
- Ability to lift or move 10 lbs. occasionally unassisted.

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.