

***Living Beyond Breast Cancer
Part-Time Marketing Coordinator
Position Posting***

Living Beyond Breast Cancer (LBBC) is a national nonprofit organization whose mission is to connect people with trusted breast cancer information and a community of support. LBBC reaches more than 600,000 people annually. For more information visit LBBC.ORG.

LBBC is seeking part-time support for its' Marketing team. This is a 15-20 hour week position and is fully remote. The responsibilities for this position include:

- Search Engine Optimization: Support the Marketing team in efforts to optimize existing website content. Work includes writing page titles, meta descriptions, link clean-up, and tagging content.
- Online Content Updates: Assist in publishing new content on website as well as YouTube and SoundCloud channels. Work with the Digital Marketing Manager to clean-up headlines within website copy and ensure style standards are applied consistently across key webpages, unpublish old content, and add images to pages where needed.
- General Marketing Support: Conduct social media research of influencers and corporate partners, support promotional campaigns and efforts to increase email list, create and update graphics for online content and other tasks as needed.
- Photo and Video Library: Support team in efforts to organize LBBC's photo library.

Key Requirements

- Experience in updating content management systems preferred. (Drupal, Wordpress)
- Experience with HTML code preferred, but not required.
- Comfortable in administering social media platforms and business pages (Facebook, Instagram, and Twitter).
- Experience in editing images for online publishing, including cropping, adjusting image size and resolution, colors, brightness, and contrast.
- Detail oriented and can work autonomously.
- Strong communication and organizational skills.
- Strong computer application skills including Microsoft Office Suite (Word, Outlook, Excel) and online meeting tools (e.g., Zoom)
- Access to personal computer, cell phone, and high speed internet (LBBC will not provide these tools).

How to Apply

Send your cover letter, resume, and salary requirements to: jobs@lbbc.org. Application deadline is 9/04/2020.

Living Beyond Breast Cancer is an equal opportunity employer. We seek diverse candidates who identify with our mission of connecting people with trusted breast cancer information and a community of support.