



**OPERATION GRATITUDE**  
**PR and Marketing Coordinator**  
**Remote**

**JOB TITLE:** PR and Marketing Coordinator  
**DEPARTMENT:** Marketing and Communications  
**REPORTS TO:** Senior Director of Marketing and Communications  
**LOCATION:** Remote

**MISSION + VISION:**

**Mission:** Our mission is to honor the service of our military and first responders by creating opportunities to say thank you

**Vision:** We envision a future where all who serve believe the American people care

**THE OPPORTUNITY:**

Reporting to the Sr. Director of Marketing and Communications, the PR and Marketing Coordinator will help administer the company's social media marketing and advertising, and support the Marketing & Communications team. Administration includes but is not limited to:

- Support the development and planning of marketing and communication campaigns
- Support the team with marketing material development
- Social media scheduling and management
- Assist with content development
- Support the administration, creation and publishing of relevant, original, high-quality content (for all channels and ads)
- Help manage the regular social media publishing schedule
- Develop marketing and communication materials to support the Program, Engagement and Development teams
- Participate in the development and execution of campaigns (Month of Military Child, Military Appreciation Month, Christmas in July etc.)

**QUALIFICATIONS & EXPERIENCE:**

- A Bachelor Degree in Marketing or equivalent field is preferred; relevant work experience strongly considered in addition to or in lieu of educational requirements
- Possesses knowledge and experience in the tenets of traditional marketing
- Demonstrates creativity and documented immersion in social media
- Demonstrates excellent writing and language skills
- Displays the ability to effectively communicate information and ideas in verbal, written and video format

- Is a team player with the confidence to take the lead and guide other employees when necessary (i.e.: content development, creation and editing of content, and online reputation management)
- Demonstrates a working knowledge of Microsoft Office, Google Suite, and other productivities software and communications platforms; experience and proficiency with Salesforce

**Benefits**

- Competitive hourly salary and non-exempt full-time position.
- Flexible, remote working.

Operation Gratitude is an equal opportunity employer. For more information about Operation Gratitude, please visit [www.operationgratitude.com](http://www.operationgratitude.com)

To apply please email resume and cover letter to Cheryl Zerah at [Cheryl@operationgratitude.com](mailto:Cheryl@operationgratitude.com).