

Position Announcement

Senior Marketing Project Coordinator



About Second Harvest Food Bank

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger and is one of the largest food banks in the nation. The organization distributes healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy by providing enough nutritious food for more than 58 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

About the position

Second Harvest of Silicon Valley is hiring for a Senior Marketing Project Coordinator. To fill this role successfully we are looking for someone who has a background in marketing, communications, and/or project management. This position will be responsible for both leading and supporting a variety of internal and external facing marketing initiatives that are critical to the success of the organization.

What the position is responsible for

The Senior Marketing Project Coordinator manages a variety of marketing and communications projects, which require the ability to provide strategic advisement as well as the coordination of tactical support. Project management includes but is not limited to: planning, leading meetings, identifying stakeholders, managing intake/developing creative briefs, research, resourcing projects with the correct tactical support, owning review process/feedback, production and print coordination, final delivery of digital files, post-mortem project analysis, and budgeting.

Who you'll work with

This highly collaborative role primarily supports the creation of marketing materials for our programs and services, strategy and advocacy, and facilities/operations departments. This position is also responsible for working with and managing third-party designers, print vendors, a creative agency and other consultants to deliver final content, design, or projects.

As part of our dynamic marketing team, you will also have the opportunity to be involved in work related to branding, advertising, social media, public relations and direct marketing.

This position reports to the Sr. Marketing Project Manager.

This job might be for you if you have:

- Strong organizational and project management skills that you can bring to a variety of multi-channel marketing campaigns.

- Excellent planning, budgeting, scheduling and vendor management capabilities.
- Attention to detail with multitasking, communication, writing and editing skills.
- Ability to support senior staff in completion of deadline-driven projects and flexibly adapt to changing requirements and needs.
- A critical eye for detail and a positive attitude that makes you excited to roll up your sleeves and ensure that the organization's marketing goals are achieved.
- Comfortable working in office cube in a team environment and being immersed in projects on a daily basis.
- A love of meeting deadlines and ensuring projects are delivered when they're expected, and the ability to communicate expertly when things get off track.
- Knowledge of Adobe Creative Suite desired.
- A passion for our organizational mission.
- A desire to work on a close-knit team of compassionate, funny, and hardworking colleagues who believe in and support each other's efforts and success.

Requirements:

- A Bachelor's degree, preferably in marketing, communications, business, or a related field – or equivalent experience.
- Three-five years of experience in a marketing, communications, or project management role.
- Comfortable working in a fast-paced environment, emphasizing creative thinking, data-driven decision making and collaborative partnering

If you meet the above qualifications and you are looking for an opportunity to make a difference in the community we encourage you to apply. Second Harvest is a leading, well-resourced nonprofit organization that allows for good work-life balance in Silicon Valley.

Reports To:	Senior Marketing Project Manager
Positions reporting to title:	None
Location:	Cypress Center, 4001 North 1 st Street, San Jose, CA 95134
Hours:	40 hours/week, with some evening and weekend work as necessary.
Compensation:	Salaried. Competitive salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off, ten paid holidays, and retirement plan.

EOE UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

