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**Part-time Office and Marketing Coordinator**

**ABOUT THE POSITION:**

The Colon Cancer Prevention Project is seeking a part-time Office and Marketing Coordinator to oversee administrative duties and a variety of communications for the organization. The Office and Marketing Coordinator will work closely with the Executive Director to keep the office running smoothly and assist with marketing efforts including social media and e-mail blasts.

The ideal candidate has related experience and is highly organized and self-motivated. This ideal candidate is also experienced with marketing and has strong written and verbal communication skills.

**ABOUT THE COLON CANCER PREVENTION PROJECT:**

The Colon Cancer Prevention Project is a Louisville-based non-profit that works throughout Kentucky and Southern Indiana to ensure people get screened for colon cancer, the No. 2 cancer killer among men and women. Its work spans education, advocacy, health systems improvements, and survivor support. In the last decade, Kentucky's colon cancer incidence and mortality rates have dropped more than 25 percent.

**ABOUT THE POSITION**  
The Office and Marketing Coordinator is an essential part of the Colon Cancer Prevention Project's work, assisting with the daily administrative duties, communications, and more.

**Principal Responsibilities:**

* Marketing:
  + Assist in marketing efforts, including social media, website, and email blasts (about 20% of job)
* Administrative Tasks (80% of job):
  + Assist the Executive Director in administrative duties
  + Serve as telephone and voice mail system administrator
  + Schedule meetings and events, send out notices and invitations
  + Prepare agendas, needed materials, and mailings
  + Prepare reports as required
  + Enter donor information in fundraising software
  + Assist with timely donor recognition
  + Process organizational correspondence
  + Maintain organizational files, databases, and contacts
  + Provide logistical support for programs
  + Manage office supplies
  + Perform select duties as administrative support to other staff
  + Perform other duties as assigned

**Qualifications/Requirements:**

* Positive attitude
* Excellent customer service skills
* Strong organizational skills and attention to details and accuracy
* Computer literacy including MS Office Products: Word, Excel, Outlook, Power Point' experience with mail merges and with customer or donor databases.
* Ability to handle multiple tasks in a high energy work environment
* Ability to work independently without direct supervision
* Strong skills with written communications
* A passion for the cause is a bonus
* A Bachelor’s Degree in a related field

**SALARY:**  
A competitive salary will be offered based on the organization's budget and the experience of the candidate.

**Hours:**  
This is a 25 hour/week position. Schedules may fluctuate and are flexible, but we anticipate 4 days a week, ideally in the mornings. Our typical office hours are 9 am - 5 pm, Monday-Friday.

**To Apply:**  
**Applicants for this position should email resume, cover letter, salary requirements by Feb. 28 to:**

Andrea Shepherd

Executive Director

[ashepherd@kickingbutt.org](mailto:ashepherd@kickingbutt.org)

**Equal Employment Opportunity**

Colon Cancer Prevention Project is an Equal Opportunity/Affirmative Action Employer.   All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.