



EARLY LEARNING COALITION  
OF POLK COUNTY

*Heart of Education*

## **Marketing Specialist**

This is a professional position responsible for assisting the Marketing Manager with enhancing and maintaining the marketing platform and community awareness of the Early Learning Coalition of Polk County. This position will work to educate the community via multiple methods of marketing/outreach about the mission and vision of the Early Learning Coalition of Polk County. This will include marketing/outreach on social media platforms, billboards, community publications, graphic design, and videography.

This professional position requires working in concert with other Coalition staff members and the Coalition management team to support the Coalition's early care and education mission in Polk County. This position must provide creative and imaginative ways to enhance Coalition effectiveness by promotion, community outreach, public education, and resource development around early care and education issues. This position will also be responsible for assisting the Marketing Manager with formulating and recommending marketing/outreach strategies and plans to support this mission while performing the implementation, tracking, reporting and evaluation of said strategies. All efforts will be directed towards the achievement of the Coalition's mission.

This position requires a background and education in the areas of marketing, graphic design, management, communications, or any other related area. 1-3 years of experience in working in graphic design or marketing. Must have excellent organizational skills, attention to detail, and the ability to prioritize when managing multiple projects. Must have excellent interpersonal skills, a sense of good judgement and respect for ethical standards. Strong verbal and written communication skills required.

Send resume and signed application to [hr@elcpolk.org](mailto:hr@elcpolk.org)

The Early Learning Coalition of Polk County is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.