



Job Description

Company: Mizel Institute
Location: Denver, CO
Position: Marketing Coordinator

About the Mizel Institute:

At the Mizel Institute, we believe that knowledge is power in developing a more educated, inclusive, and empowered community. We strive to create extraordinary experiences for individuals to understand the threats of antisemitism, racism, and extremism, and what we can do together to confront them. If you like to work hard and are passionate about improving your community through education, we want to hear from you! We offer a comprehensive benefits package, competitive wages, and a supportive, rewarding, and inspiring work environment.

Summary:

The Marketing Coordinator will develop and implement marketing and communication campaigns for the Mizel Institute. Success in this role is designing, launching, and evaluating marketing projects for Mizel Institute events and programs to meet attendance and engagement goals. The ideal candidate would also be a person who shares a passion for the Mizel Institute's mission of social justice through education.

Responsibilities:

- Help design and implement marketing campaigns for the Mizel Institute's various programs and events
- Create, proofread, and edit written copy for various channels, utilizing a consistent brand voice
- Coordinate design, strategy, and copywriting of external and internal communications such as an Annual Impact Report, digital event promotion, partner recruitment emails, Board of Director Reports, and more
- Design, build, and maintain the Mizel Institute's social media presence
- Assist with press release and event talking points creation and distribution, media relations, and event public relations
- Collect and review data to continually improve quality and effectiveness of marketing initiatives
- Effectively liaise with constituents, consultants, media, and vendors
- Support the management of outside marketing agencies and contractors
- Perform market research within target communities to better identify audiences and needs

Required Qualifications:

- The successful candidate must be able to communicate effectively with a diverse range of stakeholders
- Unparalleled communication, writing, and editing skills required
- Four-year degree, preferably in Marketing, Communications, or related field
- Event or non-profit marketing experience preferred
- A self-starter who can work independently and as part of a team
- Strong analytical skills and attention to detail
- Ability to adapt and pick up new techniques
- Experience with digital marketing tools such as Constant Contact, WordPress, etc.
- Preferred: a keen design eye and familiarity with graphic design tools such as Photoshop, Adobe InDesign, and Canva

Hours and Salary

\$50,000 - \$65,000, commensurate with experience. The candidate must be available Monday-Friday and may be required to work a limited number of evenings and weekends to support program activities.

Benefits

This position includes our standard benefits package, including a medical plan, dental plan, basic term life insurance, short- and long-term disability, 403(b) retirement with employer match, holiday pay and generous sick and paid time off. This role includes a potential for merit pay increases and promotions.



To Apply

Submit your cover letter and resume at www.tinyurl.com/ApplyForMI. Applications will be accepted on a rolling basis. Every applicant is carefully reviewed; only candidates whose backgrounds most closely complement the requirements of the position will be contacted directly. All applicants will undergo a background check. Pursuant to CDC recommendations, final candidates must be fully vaccinated against Covid-19. The Mizel Institute is an equal opportunity employer.