

Position: Marketing Coordinator

Board Meeting Location:

Whole Foods Market
353 E Broadway
Eugene, OR 97401

Board meetings: 2nd Saturday of every month, 10am-12pm

Expected Service Length: August - June

General Requirements

- Computer with internet access
- Knowledge of Google Drive and Google Email
- Ability to receive/send text messages
- Facebook account (or willingness to create one to communicate with our private board group and the secret Tiny Tots group)
- Good organization and communication skills
- Ability to multitask and follow through

Tiny Tots provides a work Google email account with access to Google Drive

All Board Members

- Attend most monthly board meetings
 - Complete the meeting notes related to your role for every board meeting
 - Fulfill responsibilities in a timely manner specific to your role
 - Communicate with the board to brainstorm, solve problems, help each other, etc.
 - Help with member orientation, open house, events and fundraisers as needed
 - Give tours as needed
 - Open/close/clean the site as needed
 - Attend 2 board meetings in August to prepare for opening TT in September - 1 meeting is to physically set up the site
 - Help take down TT in June (ideally twice - at the beginning of your time on the board and at the end of your year on the board)
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Position Specific Requirements

- Send out a monthly newsletter and extras as needed
- Promote Open House and Tour Week events, working with the Membership Coordinator :
 - Using unpaid (and possible paid) social media, WOM and community Calendars
- Market and promote Tiny Tots to relevant local agencies and businesses by outreach and printed flyers
- Reach out to our partners to host play dates onsite at Tiny Tots
- Manage and maintain active presence on our public Facebook page promoting TT to the general public
- Manage content for our members-only Facebook page
- Set-up and manage a social media communications plan for the board
- Design and send out end-of-term surveys to membership
- Design other projects as needed that relate to marketing:
 - Web analytics/SEO
 - Advertisements (kid, family, & parenting outlets)
 - Public Relations (when contacted or as needed to promote TT)