

## **Job Title: Marketing and Communications Coordinator**

**Company:** WoodWorks – Wood Products Council

**Location:** Remote (US)

**Job Type:** Full-Time

**Reports To:** Client Communications Manager

**About Us:** WoodWorks is a non-profit organization dedicated to helping developers and design/construction teams bring wood buildings to life. Our services include free project support for commercial and multi-family wood buildings, a robust nationwide education program, and a wide range of published resources. We value creativity, initiative, and the ability to learn new skills as we grow and evolve in a competitive market.

**Job Overview:** We are seeking a motivated and versatile Communications Coordinator to join our team. This role will help drive our marketing and communications efforts, including writing and coordinating regional e-blasts, managing our social media calendar, and creating engaging content.

### **Key Responsibilities:**

- Write and coordinate regional eblasts on a variety of topics related to wood design and construction, ensuring content is accurate, engaging, and aligns with our brand voice
- Write compelling and creative copy for social media posts and maintain a social media calendar to ensure timely and consistent posting.
- Monitor social media channels and engage with followers, responding to comments and messages.
- Track and report on email campaign and social media performance.
- Assist in sourcing and maintaining library of high-quality images and graphics to use in social media posts, newsletters, emails, advertising, etc.
- Work closely with the Operations and Communications team and other departments to ensure cohesive communication and branding.
- Assist with other marketing and communications tasks as needed.

### **Qualifications:**

- Bachelor's degree in marketing, communications, or a related field.
- 1-3 years of experience in marketing, communications, or social media management.
- Strong writing and editing skills with a keen eye for detail.
- Proficiency in using social media platforms and tools (e.g., Hootsuite, LinkedIn, Instagram, YouTube)
- Basic graphic design skills and familiarity with design tools (e.g., Canva, Adobe Creative Suite) are a plus.
- Ability to multitask, prioritize, and manage time effectively with a variety of tasks and projects
- Creative, proactive, and able to work both independently and as part of a team.

**To apply for a position:** Please e-mail your resume to [careers@woodworks.org](mailto:careers@woodworks.org) along with an explanation of why you are interested in the position and why you feel you would be successful in the role.