

## **COORDINATOR OF LEGACY RELATIONSHIPS & SOCIAL ENGAGEMENT**

(Serving Alumni Relations and Marketing/Communications departments)

Tabor College is seeking a marketing/communication professional with strong relational skills and Tabor network to provide expertise in marketing, event planning, social media, website content management, writing, graphic design and photography that promote and represent the college to its various constituencies including alumni. Developing new ways to engage and communicate with alumni, as well as partner/network externally is a focus in the next season.

A high degree of adaptability is a key aspect of the profile of this staff professional in order to manage multiple tasks and relationships with ease across a broad scope of clients, audiences and colleagues.

### **Qualifications:**

- Personal relationship with Jesus
- Bachelor's degree required with 3-5 years of communications, marketing, digital web, graphic design or related experience expected
- Strongly prefer candidates with a Tabor College background, i.e. an alumnus, current or former parent, or donor
- Excellent communication skills – written and verbal
- Proficient in WordPress, adept with social media channels
- Project management and administrative experience a plus; self-starter
- Analytical capability and problem-solving skills to handle complexity with ease
- Good networking skills – people-oriented, able to travel

### **Rank/Salary**

- Full-time, 12-month exempt position with benefits.
- Salary commensurate with staff professional scale.

### **Candidates are requested to submit the following:**

Send letter of interest and resume to Misty Smithson-Kahrs via email to [mistys@tabor.edu](mailto:mistys@tabor.edu). Upon receipt of the letter of interest and resume, additional application requirements will be sent to you via email.

### **Closing Date:**

Review of applications will continue until the position is filled.

Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren churches of the United States. It complies with all applicable non-discrimination laws.