

Job Offering

Category: Public Relations, Communications, Marketing
Reply by: 12/30/2014
Start Date: Available immediately
Flexibility: Flex, part-time employee, all telecommuting. Ability to attend up to two face-to-face evening staff meetings per month in St. Paul, MN is preferred.

Position: [SharedGeo](#) is seeking a part-time digital communications and marketing manager for a work-from-home opportunity. Duties include managing and maintaining diverse web-based communications platforms, writing organization and event news items, creating fundraising items, minor website editing, and more. Position supports a growing mapping technology nonprofit and its clients, primarily the [Geospatial Information & Technology Association](#) (GITA).

While working independently and with minimal supervision, the successful candidate must be able to:

- Manage and effectively use all aspects of Constant Contact (CC) to write emails, newsletters, and funding drives (average 6 /mo.), and to update monthly associated contact databases,
- Write and post news and event information to organization websites (average 6/mo.),
- Manage and effectively communicate using organization versions of social media platforms Facebook, Twitter, LinkedIn and others (average 70/mo.),
- Write press releases and manage distribution (average 1/mo.),
- Manage weekly publication of GITA's "News Hub",
- Maintain data bases in support of GITA's MultiView contract,
- Create event information for GITA's on-line webinar series using WebEx (average 2/mo.), and
- Develop and manage organization marketing and outreach, and conference promotional efforts (average 6/year).

Minimum Qualifications:

- Bachelor's degree in marketing, communications, advertising, public relations, or writing from an accredited university OR demonstrated capability to perform job requirements
- Strong communication skills (written, verbal and business etiquette)
- Solid command of the Microsoft Office suite, Constant Contact, Facebook, Twitter, and LinkedIn are required, understanding of WebEx, Word Press, HTML, Adobe Illustrator, Google Analytics, and other social media platforms is preferred.
- Knowledge of the geospatial industry is a plus
- Must be organized, detail oriented and self-motivated
- Must be able to effectively handle multiple tasks at one time and meet deadlines

Pay and Benefits: Negotiable dependent on qualifications.

To Apply: Send resume and cover letter to Nancy Read, at: nread@sharedgeo.org. Please include links to examples of work.

SharedGeo is a Minnesota based, federally approved, nonprofit with the mission: "To help government, nonprofit, education, and corporate entities use mapping technologies and share geographic data for the public good." Its diverse client base includes federal and state agencies, local governments, tribes, and other nonprofits. Learn more at www.sharedgeo.org.