



Jewish Federation of Greater Atlanta

JOB DESCRIPTION

POSITION TITLE: Marketing Coordinator

REPORTS TO: VP, Marketing & Communications

CLASSIFICATION: Full-time, non-exempt

ORGANIZATIONAL OVERVIEW

At the Jewish Federation of Greater Atlanta (Federation), we are building a stronger, more connected Jewish future in Atlanta and Israel through philanthropy and engaging programming. Our vision is a thriving Jewish Atlanta that ensures every Jew and their loved ones can access a warm and caring Jewish community, timeless Jewish wisdom, global Jewish peoplehood, and Jewish ways to do good in the world. We advance this vision by making philanthropy strategic and accessible, empowering every individual to give in a way that is meaningful to them.

PRINCIPAL FUNCTION

The Marketing Coordinator provides operational, administrative, and project coordination support to Federation's Marketing & Communications team. The role keeps invoices, timelines, approvals, vendor communications, and marketing materials organized so projects move forward accurately and on time. Working across the department, the Coordinator also supports campaign execution and event-related marketing logistics. This role offers the opportunity to work across marketing operations, campaigns, and events while supporting Federation's mission to build a stronger, more connected Jewish community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Marketing Operations and Administration

- Process, track, and organize department invoices, purchase orders, vendor payments, receipts, and related financial documentation.
- Assist in monitoring marketing expenses, maintaining budget trackers, and reconciling expenditures in coordination with the Finance team.
- Coordinate with vendors and internal departments to resolve billing questions, obtain documentation, and ensure payments are processed accurately and on time.
- Maintain organized departmental records, including vendor information, contracts, subscriptions, software licenses, and renewal dates.
- Maintain shared files, calendars, and organizational systems, and coordinate orders for departmental supplies.
- Identify opportunities to improve administrative processes and efficiency.

Project and Workflow Coordination

- Maintain project trackers and track timelines, deadlines, approvals, and outstanding deliverables to keep work moving toward agreed deadlines.



Jewish Federation of Greater Atlanta

- Coordinate marketing requests and follow up with internal stakeholders and vendors to collect information, materials, and approvals.
- Prepare meeting agendas, document notes and action items, and track follow-up.
- Identify potential issues with orders, timelines, and vendor deliverables, and troubleshoot practical solutions to keep projects on track.
- Provide additional operational and marketing project support as departmental priorities evolve.

Marketing and Communications Execution

- Support the execution of marketing campaigns, email communications, social media initiatives, newsletters, donor communications, and special marketing projects.
- Support basic content updates, proofreading, formatting, and quality assurance for marketing materials.
- Assist with preparing presentations, reports, spreadsheets, and departmental resources.
- Organize and maintain marketing assets, including photography, video, logos, templates, and branded materials.

Event and Production Coordination

- Assist with marketing-related logistics for Federation events, programs, and community initiatives.
- Coordinate ordering, preparation, and distribution of signage, printed materials, promotional items, and campaign collateral, ensuring materials are ready for delivery or on-site use.
- Serve as a point of contact for routine vendor communications and production requests; confirm specifications, deadlines, and delivery arrangements.
- Provide occasional on-site event support, including setup and materials coordination.
- Support post-event follow-up by organizing materials, collecting assets, and tracking outstanding deliverables.

QUALIFICATIONS & KEY COMPETENCIES

Required:

- 2+ years of experience in marketing coordination, administrative support, project coordination, office operations, or a related role.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple tasks and competing priorities.
- Initiative, resourcefulness, and strong problem-solving skills, including the ability to research unfamiliar tasks, identify solutions, and work independently with minimal supervision.



Jewish Federation of Greater Atlanta

- Proficiency in Microsoft Office, including Outlook, Word, Excel, and PowerPoint.
- Strong written, verbal, and interpersonal communication skills and a collaborative, service-oriented mindset.
- Ability to adapt to shifting priorities in a fast-paced environment.
- Sound judgment and the ability to maintain confidentiality and handle sensitive information professionally.
- Curiosity and a commitment to continuous learning and improvement.

Preferred:

- Bachelor's degree in marketing, communications, business administration, or a related field, or equivalent professional experience.
- Experience processing invoices, tracking expenses, coordinating vendors, or supporting departmental budgets.
- Experience with project management platforms such as Asana or similar tools.
- Familiarity with Canva, email marketing platforms, website content management systems, or other marketing tools.
- Familiarity with Jewish communal organizations, values, and traditions.

PHYSICAL REQUIREMENTS

Intermittent periods of standing and walking with prolonged periods of sitting at a desk or in meetings. Must have excellent visual acuity for work with computer systems, spreadsheets, and records. The position requires average hearing and verbal ability to communicate with staff, vendors, volunteers, and others. Occasional attendance at evening or weekend Federation events may be required. Occasionally, the employee may need to lift or move up to 15 pounds.

COMPENSATION

The salary range for this position is \$48,000–\$58,000, plus a comprehensive benefits package. The anticipated salary is near the midpoint and commensurate with experience, subject to organizational approval.

Jewish Federation of Greater Atlanta is an equal opportunity employer.