The Epilepsy Foundation of Minnesota is an Equal Opportunity Employer

Operations Coordinator, Administration and Marketing

About the Epilepsy Foundation of Minnesota
One in 26 people will develop epilepsy in their lifetime. Founded in 1954 and headquartered in Saint Paul, the Epilepsy Foundation of Minnesota (EFMN) offers services for people with epilepsy and seizures across Minnesota and boarding communities. We are a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures.

We lead the fight to overcome the challenges of living with epilepsy and to accelerate therapies to stop seizures, find cures, and save lives.

Position Overview
The Operations Coordinator, Administration and Marketing is responsible for supporting and maintaining strong relationships and communication between the marketing department and other EFMN departments. It supports the marketing department's initiatives with the planning, executing, and tracking of marketing programs such as email, social media, or content marketing.

Essential Functions
Communication and Collateral Development
- Create marketing materials and collateral, such as brochures, 1-pages, etc.
- Assist in creation of copy, along with proofreading and editing copy for various marketing channels, ensuring consistent voice
- Coordinate content email marketing campaigns, including copy, scheduling, testing, and database management
- Develop graphics for print and digital materials and communication efforts
- Manage and organize photography and videography library

Website & Social Media Support
- Manage website content and website event calendar
- Create quarterly analytics report of website traffic, flow, and acquisition
- Support social media platforms, responding to social media comments and messages and posting information

Operations Responsibilities
- Provide overall administrative support to the directors with the administrative division
- Process mail: make copies of checks and make bank deposits; distribute invoices to appropriate staff for approval and coding
- Assist with an annual audit by providing and organizing supporting documentation.
- Provide support at special events
- Maintain the integrity and confidentiality of human resources files and records
- Plan, schedule and coordinate internal cross-department group meetings
Other Marketing & Organizational Support

• Help code marketing invoices and makes sure invoices are paid in a timely manner
• Help order print and promo materials from vendors
• Manages marketing project and communication schedule and calendars
• Assist with community outreach events
• Assist in staffing EFMN’s major events, including the annual gala and walk

Position Requirements

• Bachelor’s degree in marketing, communications, or related field; Associate’s degree with experience in the field
• Strong writing, editing, and interpersonal skills
• Strong project management skills and ability to handle multiple deadlines simultaneously.
• Experience with MS Office, WordPress, CRM platforms, Adobe InDesign, and Adobe Photoshop preferred
• Experience with major Social Media platforms (Facebook, Instagram, Twitter, LinkedIn, and YouTube) preferred
• Must have strong organizational and time management skills, as well as attention to detail

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Ability to sit/stand for up to eight hour periods of time.
• Ability to look at a computer monitor and related equipment.
• Ability to move up to 15 pounds.

Travel
Occasional travel within Minnesota

How to apply:
Qualified candidates should submit a cover letter and resume all in one document (PDF preferred) to careers@efmn.org. This position is open until filled.