



Job Description

Position title

Marketing and Communications Coordinator

Exempt/Non-exempt

Non-exempt

Reporting to

Creative Director

Location

Hybrid (in-office days T/W/Th)

Organizational overview

The Joe Andruzzi Foundation (JAF) serves New England cancer patients who are experiencing financial and emotional stress due to a cancer diagnosis. Cancer-driven income loss and rising out-of-pocket costs can leave families laboring to cover their everyday needs. Research links this economic strain - Financial Toxicity - with poorer health outcomes. Because bills cannot be left unpaid due to a diagnosis, the JAF Programs help alleviate financial stress to assist with rent/mortgage payments, utilities, food, and other essential household expenses, so that patients and families can focus on accessing cancer care and the fight to get well.

Position summary

The Marketing and Communications Coordinator supports the Creative Director with all aspects of the Joe Andruzzi Foundation's digital channels, content production, and targeted outreach. Working with the Advancement and Program staff and external vendors, the Marketing and Communications Coordinator is responsible for capturing, developing, and sharing meaningful stories that reflect the mission, impact, and values of JAF.

The ideal candidate is a highly creative, emotionally intelligent communicator who can respectfully interview individuals, identify impactful stories, create engaging content, and execute strategic digital campaigns that support organizations' goals.

The Marketing and Communications Coordinator will have a broad range of responsibilities, including but not limited to the following:

Story Discovery and Development

- Identify, develop, and produce compelling stories involving patients, families, caregivers, volunteers, donors, and community partners
- Conduct interviews and develop narratives that highlight the Foundation's impact on patients and families and community engagement
- Collaborate with all Foundation departments to identify timely and strategic storytelling opportunities
- Maintain consistent brand voice, tone, and visual standards

Content Creation and Production

- Produce short-form video, reels, graphics, photos, and campaign content
- Capture and edit video content and photos for Foundation initiatives and projects
- Write feature stories, testimonials, spotlight articles, campaign narratives, blogs, newsletters, and web content
- Adapt and tailor content to suit various platforms

Digital Presence Support

- Support website updates and digital projects to improve user experience
- Assist with email campaigns and ensure consistent messaging
- Work with the Creative Director to analyze and develop content for the Foundation's social media platforms

**Please note this description is not designed to cover or contain a comprehensive listing of duties and responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time with or without notice.*

Relevant Experience and Skills

- Understanding of storytelling for video and digital media
- Able to engage, inspire, build credibility, and engender trust with diverse audiences
- Ability to handle sensitive stories with care and discretion
- Collaborative, proactive, and comfortable working in a fast-paced, mission-driven environment while being flexible to work weeknights and weekends
- Excellent written and verbal communication skills
- Experience with WordPress, MailChimp, Basecamp, Microsoft Office, and Adobe Creative is a plus
- Strong organizational and time management skills, and strong attention to detail
- Enthusiastic individual with the ability to work independently, as well as be a good team player
- Being a self-motivated team player and having a passion for JAF's mission are essential

Qualifications

- Education and Experience: Bachelor's degree or an equivalent combination of education, training, and relevant experience preferred. One to two years of relevant marketing, communications, content creation, event support, or nonprofit development experience preferred. Relevant internship and volunteer experience will be considered.

Salary and Benefits

This is a full-time, non-exempt position scheduled for 40 hours per week. The hourly pay range for this position is \$23.60-\$24.00.

In addition to the base salary, we offer a comprehensive benefits package that includes, but is not limited to:

- Generous Paid Time Off (PTO), including the week between Christmas and New Year's Day
- Paid holidays
- Medical and dental insurance
- Flexible spending accounts
- 401 (k) retirement plan (subject to the terms of the applicable plan, employees may become eligible to participate in JAF's 401 (k) retirement plan after meeting the plan's age, service, and hours requirements)

To Apply: Please submit a cover letter and resume to openings@joeandrufffoundation.org

Joe Andruff Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.