

JOB DESCRIPTION

Job Title: Part-Time Marketing Manager

Scope of Position:

To create and execute a comprehensive marketing program for the Greenburgh Nature Center.

Responsibilities:

- Develop and manage marketing strategies for new external and internal markets.
- Improve all marketing and communications functions, including advertising, public relations and the GNC website.
- Create and execute a comprehensive marketing and communications plan with measurable goals and defined budgets.
- Understand and articulate the Greenburgh Nature Center's mission to promote conservation, environmental education and an appreciation of nature.
- Work closely with the GNC Director and staff to understand the dynamics and goals of the organization to help drive and achieve strategic goals.

Qualifications:

- Minimum of 5 - 8 years of marketing and communications experience, including supervisory roles.
- Must be a self-starter who is able to manage multiple ongoing priorities and work collaboratively with staff, volunteers and external constituencies.
- Strong creative writing, organizational and interpersonal skills.
- Knowledge of print and electronic media production.
- College degree in marketing or business preferred.

Please email cover letter and resume to gnckhundgen@aol.com.