



Job Title: Membership Services Coordinator and Event and Marketing Coordinator

Reports To: President and Vice President, Austin Runners Club

Date of Hire: Immediate

Salary: Competitive based on experience

Job Summary: This unique role will support the marketing, communications, and event production efforts of the Austin Runners Club as well as support membership growth.

From creating compelling social media and email content to supporting local events and activities, this position will cultivate community support with the goal to increase brand equity and revenue for ARC.

Primary Responsibilities:

- Support the coordination of event management and production of all ARC events, including but not limited to: Decker Challenge, Distance Challenge, Daisy 5K, and community runs.
- Support the develop and implement marketing and communication strategy for large and small-scale events hosted by ARC.
- Work with ARC board members, and partner representatives to design and produce digital, print, and social media promotional assets.
- Support organizational and event marketing efforts with thoughtfully crafted email communications.
- Support ARC's social media efforts.
- Support ARC projects as assigned

Knowledge and Skills:

- Excellent communication skills, both oral and written
- Experience with email marketing
- Experience with social media management
- Experience designing, creating and deploying digital marketing content
- Experience with event planning and execution
- Knowledge of fundraising techniques and strategies, including crowdsourcing and cause marketing
- Experience creating strategies in both marketing and communications that directly link to revenue generation
- Experience with marketing campaign management

Values and Characteristics:

- Driven, “quick study” with good judgment and ability to operate with confidence independently
- Highly opportunistic with a strong natural ability to see and leverage interdependent circumstances
- Highly organized and detail-oriented with the ability to coordinate and manage competing priorities
- Passionate about leading a healthy lifestyle
- Personable, adaptable, and comfortable in an ever-changing environment
- Ability to perform detailed administrative tasks while connecting tactical steps to the broader context
- Strong team-orientation

Preferred Qualifications:

- 3-5 years of experience in developing and delivering multi-channel digital marketing and communication strategies
- Experience with social media management
- Bachelor’s Degree or equivalent work experience
- Experience with nonprofit fundraising
- Experience working on multiple projects, timelines, and priorities at once
- Proficiency in Google Suite, InDesign, Photoshop, Salesforce, and Salesforce Marketing Cloud

Benefits:

- Competitive medical coverage with optional dental and vision
- Generous PTO policies and sick leave
- Mission-oriented culture

AUSTIN ★ RUNNERS

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All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

To apply, please send your cover letter and resume to John Armbrust, ARC Vice President <vicepresident@austinrunners.org>