



## FSR Marketing Coordinator

### Summary:

The Foundation for Sarcoidosis (FSR) **Marketing Coordinator** will play a pivotal role in support of FSR's patient and clinician outreach and engagement strategy. The Marketing Coordinator will help grow FSR's online presence and impact through public platforms and in building the FSR brand. This position supports the development and execution of integrated marketing campaigns to promote events, education materials, research, and support programming. The Marketing Coordinator is a creative leader dedicated to advancing sarcoidosis research, education, and support to improve the lives of those living with sarcoidosis. **This position is remote.** Working closely with the Senior Communications and Marketing Manager, the Social Media and Marketing Coordinator reports directly to the Chief Strategy Officer (CSO), the and is responsible for creative material development, tracking, and expanding reach and overall impact of FSR's programs.

### About the Foundation for Sarcoidosis Research (FSR)

Established in 2000, The Foundation for Sarcoidosis Research (FSR) is the leading international nonprofit organization dedicated to finding a cure for sarcoidosis and improving care for sarcoidosis patients. FSR is based out of Chicago. Since inception, FSR has fostered over \$6 million in sarcoidosis-specific research efforts and has worked diligently to provide resources to thousands. For more information and to join our community, visit [www.stopsarcoidosis.org](http://www.stopsarcoidosis.org). FSR is committed to providing fair and equitable access to all to learn more about our efforts to address health disparities, please visit <https://www.stopsarcoidosis.org/aaws-campaign/>

### Job Description:

- Support the Senior Communications and Marketing Manager with the planning, executing, and tracking of marketing programs such as email, events, social media, or content marketing.
- Create, design, proofread, and edit materials for social media, email, and digital marketing ensuring consistency with FSR branding and voice.
- Manage content and conversations on all social media platforms. Should be versed in creation of digital and social media campaigns.
- Assist with developing and managing web content, campaign infographic design and marketing strategies for FSR programs.

- Evaluate and monitor campaign performance on an ongoing basis by analyzing key metrics and creating comprehensive reports.
- Create email outreach content and campaign content and contribute to outreach strategies
- Manage relationships with external vendors to ensure high-quality and timely execution of marketing programs, and to ensure competitiveness.
- Create visually appealing and informative social media graphics, infographics, webpages, and campaign related collateral.
- Conduct market research and identify trends.
- Generate agendas, track meetings, and coordinate program development.
- Track and maintain communications accounting.
- Other duties as required.

#### **Required Knowledge, Skills, and Abilities**

- Bachelor's degree in marketing or a related field.
- 1-3 years' experience with digital marketing or content development.
- Experience with all major social media platforms.
- Direct experience using social media management tools (Loomly, etc.)
- Experience with Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Canva, Premier Pro) or equivalent digital media editing tools a plus
- Experience with email marketing platforms (MyEmma, MailChimp, Constant Contact).
- Proficiency with video and photo editing tools, digital media formats, and HTML
- Ability to understand historical, current, and future trends in the digital content and social media space.
- Strong copywriting and copy editing skills.
- Strong time and project management skills.
- Experience with Microsoft Office (Excel, Outlook)
- Detail-oriented approach with ability to work under pressure to meet deadlines.
- Team-oriented
- Less than 10% travel, including international, may be required.

#### **Salary and Benefits:**

The salary range for this position is \$40,000-\$50,000/year depending on experience.

FSR offers the following benefits:

- 2 weeks PTO
- 12 Holidays
- 5 sick days
- Healthcare, Vision, Dental
- Life Insurance
- Short Term Disability Insurance
- Education and Professional Education Support

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.*

**To apply for this position, please provide a resume and cover letter to Tricha Shivas, Chief Strategy Officer, at [tricha@stopsarcoidosis.org](mailto:tricha@stopsarcoidosis.org)**