**Marketing Coordinator**

*National Field Archery Association*

Where: Based on Applicant

Hours: Full-Time

Pay: Based on Education and Experience

Do you like variety in your workweek? Interested in a creative and exciting career in a casual work environment? Join our growing team!

The National Field Archery Association (NFAA) is a non-profit corporation dedicated to the sport of archery. The NFAA is made up of 49 affiliated states with over 15,000 members nationwide.

The Marketing Coordinator will play a vital role in the national promotion of NFAA programs, memberships and events. The Marketing Coordinator will coordinate and execute a wide variety of marketing activities and projects across all platforms. This includes but is not limited to advertising, direct mail, email and web marketing, website maintenance, market research and social media.

Responsibilities will include:

* Assist in creating, editing and delivering marketing and recruitment materials nationwide.
* Manage press releases, event announcements, headquarter reports and newsletters.
* Manage all updates, content, and development projects on the NFAA website.
* Assist with social content via Facebook, Instagram, Twitter and YouTube.
* Assist with editing and rebranding NFAA’s quarterly publication, Archery magazine.
* Help manage NFAA merchandise and online store. Assist with product design, ordering, inventory control, and promotions.
* Assist in the organization and creation of event marketing materials, signage, and upkeep of event mobile apps .
* Help establish brand guidelines and marketing resources for NFAA and NFAA events and programs.
* Ensure that all marketing materials are consistent and cohesive across all platforms and programs.
* Research new marketing strategies and industry trends.

Qualifications:

* Bachelor’s degree in marketing, graphic design, communications, or related field.
* 3 years of experience in a similar position.
* Experience in producing brochures, posters, catalogs and/or other marketing materials.
* Strong creative and editorial writing experience.
* Excellent written and verbal communication skills.
* Must be able to anticipate project needs, set goals and priorities, and meet deadlines with little supervision.
* Must have the ability to manage multiple projects and priorities.
* Proficient in Adobe Creative Suite.
* Proficient with Mac and Microsoft Office. (Excel, PowerPoint and Word)
* Experience with WordPress or website management.
* Experience in archery or bowhunting a plus but not required.

Position *may* require travel to events. If necessary, compensation for tournament attendance will include travel, room and board. Please note extended hours may be required through events.

Based on applicant’s skills and location, opportunities may be available for remote work or telecommuting. Opportunities are available for advancement.

To apply, submit resume to Brittany Salonen:

* Mail: 800 Archery Lane Yankton, SD 57078
* Email: bsalonen@nfaausa.com
* Fax: 605-260-9280