The Children’s Tumor Foundation (CTF) is seeking a creative and motivated Communications Coordinator to join CTF in an important role that will help the organization achieve key strategic objectives through first-rate delivery and execution of content, programs, and mission. This position is a key member of the Marketing and Communications team, reporting to the Chief Marketing Officer, and collaborates with high visibility across teams, including development/fundraising, research, finance, and the executive team. It’s a unique opportunity to contribute to the growth of the Foundation through the development, integration, and enhancement of communications tools and best practice tactics.

You’ll be joining an organization of employees who are passionate and action-oriented about what they do, in an environment that values curiosity and innovation to make things better. Our motivation is the 2.5 million people worldwide who live with the genetic disorder neurofibromatosis (NF). The Children’s Tumor Foundation mission is to end NF.

The Children’s Tumor Foundation was recently ranked ‘Best Place to Work’ by the NonProfit Times, as well as ranked ‘4 stars’ (out of 4) by Charity Navigator for operational effectiveness and financial transparency, reflecting CTF’s standing as best-in-class both in terms of its people as well as mission impact.

Key Responsibilities

Project Manager / Traffic Coordinator
- Coordinate the scheduling and workflow of creative and marketing deliverables for the Foundation’s marketing and communications team (including written and/or designed collateral, email and social media content, video/photo projects, and other assignments as needed)
- Manage the project management tool (Asana) and creative brief process to update timelines and workflows, ensure/enforce deadlines across the organization
- Closely engage with and support the internal marketing/comms team so as to ensure efficient cross-team completion of deliverables
- Interact with internal clients/stakeholders (other Foundation staff) on a regular basis for the intake of project information, identification of interdependencies, timeline and expectation setting
- Enforce brand and communications team guidelines both internally and externally
- Conduct research and source communications items and vendors, as needed
- Serve as a valued cross-organization resource (you don’t have to know all the answers, but can direct people to the right place to find them)

Communications Support
- Respond to internal and external inquiries
- Assist with writing/proofreading of content
- Help manage photo/video resource platforms
- Manage media clip library (track media coverage, update trackers and save clips in dropbox)
- Manage/track NF Awareness Month volunteer activity (Shine a Light on NF, proclamations, photo contest submissions, billboards)
- Coordinate with print vendors, mailhouses, freelance creatives, photographers, and videographers to schedule and execute various projects as needed
- Enter invoices into Nexonia accounting software
- Track inventory of our library of brochures at our fulfillment center, and initiate updates and reprints as needed of CTF educational materials
• Reach out to CTF volunteers, families, and researchers to obtain approvals for written content in which they are featured, or photo and video releases
• Manage the Foundation’s photo library of individuals and events; become familiar with the Foundation’s volunteers and donors in order to assist in the selection of existing photography and footage

Qualifications

• 1-3+ years of marketing traffic and/or project management experience
• Experience trafficking creative / integrated marketing/communications projects in a client-focused environment (copywriting, design, social media, etc.)
• Experience in marketing, communications, advertising or other similar field or organization (nonprofit a plus but not essential)
• Strong communication skills – both written and verbal (while the focus is on traffic coordination and project management, you should have the ability to identify/recommend improvements to creative as needed)
• Experience with project and communications management tools (e.g. asana, basecamp, monday, air, slack, etc)
• Demonstrated ability to gather requirements, understand business user needs, and translate business needs into technical requirements
• Professional team player able to collaborate with stakeholders at all levels of the organization.
• Demonstrated high levels of accuracy and attention to detail, while maintaining efficiency
• Demonstrated ability to meet deadlines, handle and prioritize simultaneous requests, and manage laterally and upwards
• Creative and analytical thinker with strong problem-solving skills
• Demonstrated flexibility and willingness to independently navigate areas of unfamiliarity
• Exceptional verbal and written communication skills
• A positive attitude and a team player

Location

CTF is New York based, but position can be remote. The Communications Coordinator can be located anywhere in the United States, but must be available during eastern time zone working hours.

To apply, please contact Jennifer Ching at jching@ctf.org.