

Dare 2 Share Ministries

Job Description: Marketing & Administrative Coordinator

DIVISION/DEPARTMENT: Marketing & Communications

REPORTS TO: VP Of Marketing & Communications

LOCATION: HQ (Wheat Ridge, CO) / 1 day WFH

TYPE OF POSITION: Full-time Part-time Volunteer Contract Occasional/Seasonal

HOURS OF WORK: 40 hours (non-exempt)

PAY RANGE: 21.00-26.50

TRAVEL: Occasional

INTRODUCTORY PERIOD: 90-day

POSITION SUMMARY

The Marketing & Administrative Coordinator supports the execution, organization, and operational effectiveness of the Marketing & Communications Division at Dare 2 Share Ministries (D2S). This role focuses on marketing coordination, marketing logistics, marketing systems support, digital and print communication support, and marketing campaign support that advance the organization's mission and programs. Approximately 25% of the role provides defined administrative and coordination support to the Vice President of Marketing & Communications and other members of the team.

This position is ideal for a detail-oriented, systems-capable individual who enjoys helping marketing teams function smoothly while advancing D2S's mission of helping every teen everywhere hear the Gospel from a friend.

TYPICAL DUTIES AND RESPONSIBILITIES:

The Work Examples and Competencies listed are for illustrative purposes only and are not exhaustive.

Executive & Administrative Support (25%)

- Provide scheduling and meeting coordination support for the VP of Marketing & Communications and other team members from time to time
- Assist with meeting coordination, agendas, taking notes, and follow-up action items
- Reconcile credit card receipts and assist with monthly expense coding and reporting
- Provide limited travel coordination for the video and marketing team, as needed
- Serve as a trusted, discreet support presence for defined VP-related administrative needs
- Maintain organized digital filing systems for marketing assets and documentation

Marketing Coordination & Execution (60%)

- Support content planning and distribution for email, website, social media, and promotional materials
- Assist in the coordination and publishing of marketing campaigns across digital and print campaigns
- Enter, schedule, and manage pre-prepared content in marketing systems
- Proofread and quality-check marketing materials, including print and longer-form digital pieces, before final production

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- Assist in the coordination of vendor activities (estimates, timelines, orders) including print vendors, mailing houses, and merchandise providers
- Create and maintain business cards, email signature files, staff photos, and related onboarding assets
- Assist with marketing support for events and programs, coordinating promotional materials, registration assets, and follow-up communications. Provide on-site or logistical marketing support for key events throughout the year

Marketing Systems & Reporting Support (15%)

- Support basic Salesforce (MCAE) administrative tasks, including lead uploads and workflow connections
- Assist with data hygiene, migration projects, and systems-related coordination as directed
- Pull and distribute routine analytics and performance reports and assist with data entry
- Coordinate with external partners (e.g., web developers, CRM consultants) on reporting or system-related requests
- Maintain basic usage of CRM, email marketing, and content management systems

COMPETENCIES PREFERRED/REQUIRED:

- Strong organizational and project coordination skills
- Attention to detail with high standards for quality and accuracy
- Clear written and verbal communication skills
- Proficiency with Microsoft Office, SharePoint, and collaboration tools
- Comfort working in marketing platforms and admin systems (CMS, CRM, app admin tools)
- Ability to work with outside partners professionally
- Experience with Salesforce MCAE, or similar tools preferred

KEY PERFORMANCE INDICATORS FOR THIS POSITION:

- Dependable, courteous, proactive, and service-oriented
- Detail-oriented adhering to timelines and meeting deadlines
- Systems-minded and comfortable learning new tools
- Discreet and professional with sensitive information
- Team-oriented with a positive, teachable attitude
- Adept at prioritizing
- Aligned with D2S's mission and values
- Timely communication and follow up internally (1 business day) and externally (2 business days) for an initial acknowledgement response time with ongoing, clearly managed expectations.

The applicant chosen for this position must fully concur with the Dare 2 Share Ministries (D2S) "Statement of Faith", must fully support the expressed purpose of D2S, must be prepared to exercise and model the core values expressed by the ministry, and must agree to abide in all respects with the D2S code of conduct.