

Marketing/Volume Purchasing Program Coordinator

Smoky Hill Education Service Center is seeking candidates for the position of Marketing/Volume Purchasing Program Coordinator.

About Us:

Smoky Hill Education Service Center (SHESC) is a leading provider of innovative educational services, resources, and support to school districts, educators, and students across Kansas. We are committed to empowering educators, supporting schools, enhancing student learning experiences, and fostering educational excellence through innovative solutions and support services.

Position Overview:

We are seeking a creative and dynamic Marketing Coordinator to join our team. The Marketing Coordinator will play a key role in developing and implementing marketing strategies to promote SHESC's services, programs, initiatives, and events. This individual will collaborate with internal teams to create compelling marketing materials, manage digital platforms, and engage with our target audiences effectively. This person will also be responsible for leading the volume purchasing program.

The successful candidate will be motivated, hardworking, proficient using technology and social media as communication and marketing tools, comfortable presenting, and able to function in a dynamic environment while working on various projects simultaneously.

Position Responsibilities Include:

- Developing and executing marketing plans and campaigns to promote SHESC's services, programs, and events.
- Creating engaging content for various marketing channels, including website, social media, email newsletters, and print materials.
- Collaborating with internal teams to ensure consistency in messaging and branding across all marketing materials.
- Tracking and analyzing marketing efforts to optimize campaigns and strategies.
- Directing and following up on service center public relations efforts.
- Serving as a liaison between the service center, its members, and vendors.
- Delivering marketing materials through personal visits, technology and social media, and on-site presentations and events.
- Assisting with office operations such as greeting guests and hosting events.
- Soliciting, evaluating, and awarding bids for various program components.
- Managing the ESM online purchasing platform.
- Training purchasers in the use of the online purchasing platform.
- Resolving issues customers encounter during the volume purchasing process.
- Serving as the Smoky Hill ESC representative at various events.

- Performing other duties as assigned by Smoky Hill ESC leadership.

Additional Requirements:

- Ability to work both independently and effectively as a member of a team.
- Ability to provide excellent customer service and maintain positive working relationships with staff members, customers, and vendors.
- Effective organization and time management skills.
- Strong interpersonal and communication (both oral and written) skills with the ability to present information to a variety of audiences.
- Production of accurate, high-quality work within time constraints.
- Effective working relations with customers, vendors, and other employees.
- Prioritizing, problem-solving, and multi-tasking skills.
- Passion for education and a commitment to SHESC's mission.

Qualifications:

- Bachelor's degree in marketing, communications, or a related field.
- 2+ years of successful experience in marketing or a related role.

Benefits:

- Competitive salary.
- Comprehensive benefits package, including health insurance, KPERS, and paid time off.
- Collaborative and supportive work environment.

To be considered for this position, please submit a cover letter, resume, and list of three professional references to:

Karli Robinson at krobinson@smokyhill.org or Smoky Hill Education Service Center, 605 E. Crawford ST, Salina, KS 67401.