



## Marketing Coordinator

**Type of Employment:** Full-Time, Exempt  
**Supervisor:** Marketing Manager

Founded in 1920, [Salesmanship Club of Dallas](#) unites its more than 600 members to strengthen the mental health of children and families. Throughout the year, members focus their efforts to support [Momentous Institute](#) which is dedicated to innovative mental health services, education, and professional training to strengthen children, families, and communities.

Uniquely, Salesmanship Club of Dallas is the host organization of an official stop on the PGA TOUR, [THE CJ CUP Byron Nelson](#), which has generated more than \$185 million for Momentous Institute. Through Momentous Institute, Salesmanship Club of Dallas is on track to strengthen the lives of 1,000,000 children and families by 2031.

**Job/Role Description:** The Marketing Coordinator is responsible for supporting the Marketing and Communications team on all activities relating to Momentous Institute with some minimal crossover to the other brands when support is needed.

### Specific Projects and Responsibilities:

The job responsibilities for this position will include, but are not limited to:

- Assist Marketing Manager with the development and implementation of marketing plans and campaigns to support organizational strategies and goals
- Monitor progress and status of marketing projects through regular communication with the Marketing Team Coordinator
- Work closely with the product, sales, research, school, and content development teams to ensure marketing needs are met
- Support delivery of marketing-related deliverables: print and digital assets, newsletters, event collateral, brochures, letters, flyers, invitations, signage
- Review and edit marketing materials to ensure clarity, accuracy, and alignment with brand voice and messaging standards
- Proofread and refine content for grammar, punctuation, and spelling errors on deliverables, ensuring a high level of polish and professionalism
- Coordinate communication with internal and external teams, including follow-up emails, meeting scheduling, and information sharing
- Support social media needs for Momentous Institute, as needed
- Own and manage social media for Momentous School (content retrieval and creation, scheduling, publishing, tracking)
- Assist with media and PR related deliverables, as required
- Support special events for Momentous Institute (planning and execution), including Momentous Institute's presence onsite and around THE CJ CUP Byron Nelson
- Management of asset inventory (photos, videos, press releases, news clippings)
- Support photography and videography needs
- Assist Marketing Team with additional needs as needed

### Requirements and Qualifications:

This position requires the following personal and professional qualities/capabilities:

- Bachelor's degree or degree in marketing, communications, or relevant field
- Knowledge and experience in marketing and events

- Project management experience, planning and executing projects within scope, cost and schedule
- Experience with project management software and tools a plus
- Excellent client service/interpersonal skills, including ability to communicate clearly in person and in writing
- Exceptional attention to detail with proven experience in copy editing marketing materials across multiple channels (e.g., digital, print, social media)
- Strong command of grammar, syntax, and AP Style
- Experience refining complex ideas into clear, concise, and engaging content for various audiences
- Proficient in PowerPoint presentation creation and design
- Flexibility to deal with unexpected projects with tight turnaround times
- Demonstrated commitment to working as part of a team including the ability to develop collaborative relationships with a wide variety of stakeholders, both in-house and external
- Willingness to listen to feedback from others and find the best ways to incorporate diverse input
- Adobe InDesign, Illustrator, and Photoshop experience a plus
- Canva experience a plus

**Desired personal qualities:** integrity, energy, enthusiasm, flexibility, ability to receive feedback, take initiative, and a sense of humor.

**The ideal candidate will exhibit Shared Services' core values:**  
Collaboration, Commitment, Excellence, Service, Respectfulness.

**Physical Requirements:**

- Requires reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Requires fine motor manipulation and ability to read and distinguish files and documents.
- Some local travel to various worksites is required.

**Interested:**

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send a letter of interest and resume to:

**Rosie Reichenstein**

**Marketing Manager**

[rreichenstein@salesmanshipclub.org](mailto:rreichenstein@salesmanshipclub.org)

Momentous Institute/ Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

**Policy Statement**

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.**