



## **Marketing & Operations Specialist**

**Chattanooga, TN | Full-time | Reports to Director of Programs and Operations**

### **About Faith Co-Op**

Faith Co-Op's mission is to awaken Christians to how their faith brings daily purpose. We serve as a hub for initiatives that illuminate God's work in everyday life and inspire Chattanooga citizens to live out their calling.

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### **Position Summary**

We are looking for a highly organized, creative, and detail-oriented Marketing & Operations Specialist to join our team. This dynamic role blends marketing responsibilities with operational and event support to keep our organization running smoothly and ensure our programs continue to grow.

The ideal candidate is a self-starter who thrives in a versatile environment, enjoys juggling multiple tasks, and is passionate about building relationships and creating space for people to gather and grow.

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### **Key Responsibilities**

#### **Marketing**

- Create social posts, maintain engagement, manage social media accounts and monitor key performance indicators to develop suggestions for improvement
- Own the monthly newsletter and maintain/create email automations
- Refresh website content—especially events and programming—regularly
- Curate and produce engaging content (podcasts, quotes, graphics, blog posts, etc.).

#### **Event Coordination**

- Support event/retreat logistics—venue selection, catering, supplies, and more
- Assist with onsite event support to ensure everything runs smoothly

## **Office Management**

- Manage rent, subleases, and utilities
  - Keep the workspace tidy
  - Prepare and manage event space bookings and schedule
  - Keep office supplies in stock and manage office/marketing supply inventory
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## **Qualifications**

- 1–3 years of experience in marketing, operations, or event coordination.
- Strong organizational and time-management skills with attention to detail.
- Proficiency with tools like Canva, email marketing platforms (e.g., Mailchimp, HubSpot), and social media management tools.
- Excellent written and verbal communication skills.
- Basic website management experience (e.g., WordPress, Squarespace, or similar).

## **Preferred Skills and Experience**

- Experience with event planning or hospitality.
- Creative eye for branding and content creation.
- Familiarity with project management tools (e.g., Asana, Trello).
- Experience in the nonprofit industry.

## **Who You Are**

- You serve with excellence
- You prioritize collaboration
- You lead with hospitality
- You are trustworthy and authentic

## **Why Join Us**

- Dive into a multi-faceted role where creativity meets logistics
- Deepen your knowledge of faith and work integration
- Grow your skill set by wearing multiple hats and sharpening skills across a range of responsibilities
- Thrive in a dynamic, mission-driven, collaborative culture