

▼ OPB FM  Now Playing: BBC Newshour



[About OPB \(/about/\)](/about/)

[Careers \(/about/careers/\)](/about/careers/)

[Internships \(/about/internships/\)](/about/internships/)

[Volunteering \(/about/volunteering/\)](/about/volunteering/)

[Producing for OPB \(/about/produce/\)](/about/produce/)

[OPB's Services \(/about/services/\)](/about/services/)

[Accessibility \(/about/accessibility/\)](/about/accessibility/)

[Contact Us \(/about/contactus/\)](/about/contactus/)

[Connect \(/about/connect/\)](/about/connect/)

Marketing Coordinator

This job posting is expired. Because you're logged into the CMS, you get to see it anyway.

Summary

OPB is looking for an energetic, detail oriented Marketing Coordinator to assist in outreach efforts and the production of our many audience touch points, including the OPB monthly member magazine *Primetime*. This hourly position is a full time, regular status position with benefits.

Position Details

Primary Duties/Responsibilities:

The Marketing Coordinator works with a broad range of internal and external clients to support a diverse set of marketing and PR projects,

Open Positions:

[Digital Platform Developer \(/about/jobs/digital-platform-developer/\)](/about/jobs/digital-platform-developer/)

[Director of Engineering \(/about/jobs/director-of-engineering/\)](/about/jobs/director-of-engineering/)

[Field Producer \(/about/jobs/field-producer/\)](/about/jobs/field-producer/)

[Fill-In Host/Announcer \(/about/jobs/fill-in-hostannouncer/\)](/about/jobs/fill-in-hostannouncer/)

[Major Gifts Officer \(/about/jobs/major-gifts-officer/\)](/about/jobs/major-gifts-officer/)

[Network Support Technicians \(/about/jobs/network-support-technicians/\)](/about/jobs/network-support-technicians/)

[Producer \(/about/jobs/producer/\)](/about/jobs/producer/)

[Production Manager \(/about/jobs/production-manager/\)](/about/jobs/production-manager/)

[Senior Digital Platform Developer \(/about/jobs/senior-digital-platform-developer/\)](/about/jobs/senior-digital-platform-developer/)

[Senior Major Gifts Officer \(/about/jobs/senior-major-gifts-officer3/\)](/about/jobs/senior-major-gifts-officer3/)

[Master Control Operator \(/about/jobs/master-control-operator/\)](/about/jobs/master-control-operator/)

[Master Control Operator \(/about/jobs/master-control-operator3/\)](/about/jobs/master-control-operator3/)

2017-03-20 10:20 AM
[View/Edit Page \(/admin/jobs/edit/5538065752aa5b0022551\)](#) [Events \(/admin/events\)](#) [Content \(/admin\)](#) [Media \(/admin/media\)](#)

including the production of OPB's monthly program guide, *Primetime*. Work ranges from campaign support to event coordination to supporting OPB's many community partnerships.

Working Conditions:

Office environment, computer and phone work, occasional outside meetings and irregular work hours during events.

Required Qualifications:

- One to two years successful experience working in marketing support role.
- Familiarity with the tools of the graphic design trade, able to work with a host of creative talents and print industry professionals.
- Experience working with social media platforms such as Facebook, Twitter and YouTube.
- Ability to maintain appropriate professional business relationships.
- Must thrive in a fast-paced working environment, able to handle a high volume of tasks and balance multiple priorities. Adaptable and flexible to the demands of workflow and nature of projects.
- Fluent use of computer software tools (especially Microsoft Office) and effective database skills.
- Well organized, systematic, motivated and efficient.
- Clear and articulate written and verbal communication skills, with excellent attention to detail.
- Enjoys working with diverse groups of people.

[Member Drive Coordinator \(/about/jobs/member-drive-coordinator/\)](/about/jobs/member-drive-coordinator/)
[Network Center Support Technicians \(/about/jobs/network-center-support-technicians/\)](/about/jobs/network-center-support-technicians/)
[Fill-In Host/Announcers \(/about/jobs/fill-in-hostannouncers3/\)](/about/jobs/fill-in-hostannouncers3/)
[Producer/Reporter \(/about/jobs/producerreporter/\)](/about/jobs/producerreporter/)

Open Fill-In Positions:

[Fill-In Hosts/Announcers \(/about/jobs/fill-in-hostannouncers/\)](/about/jobs/fill-in-hostannouncers/)
[New Ongoing Position \(/about/jobs/new-ongoing-position/\)](/about/jobs/new-ongoing-position/)

THANKS TO OUR SPONSORS:

[become a sponsor \(/support/partners/\)](/support/partners/)



2017-03-20 • OPB CMS version's license and clean driving record.

[View/Edit Page\(/admin/jobs/edit/5538065752aa5b0022551\)](/admin/jobs/edit/5538065752aa5b0022551)
[Events\(/admin/event\)](/admin/event)
[Content\(/admin\)](/admin)
[Media\(/admin/media\)](/admin/media)
[x](#)

- Ability to develop a familiarity about OPB in order to speak articulately and passionately about OPB's mission, programming and platforms.

Preferred Qualifications:

- College degree in marketing communications or journalism.
- Two years experience working with print production.

To apply:

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Marketing Coordinator) **and where you first learned of this job opening** to hr@opb.org or OPB Human Resources, 7140 SW Macadam Ave., Portland, OR 97219.
- Instructions on how to apply will be sent within 24 hours of receiving the letter of interest Monday through Friday. If a letter of interest is sent over the weekend or a holiday, application instructions will be sent by the end of the next business day.

Application Deadline

All application materials are due by:
 May 13, 2015, 5 p.m. (Pacific Time).

If your organization would like to be added to our contact list for future job openings so you can refer qualified applicants, please email us with your contact information at hr@opb.org (<mailto:hr@opb.org>).

OPB is an Equal Opportunity Employer.

OPB values our listeners, viewers and readers and the unique blend of ideas and attitudes that they bring to Oregon and the Northwest. We know it is our responsibility to find those who will further our mission by giving voice to our community in all its diversity, and **we are wholly committed to doing so.**

THANKS TO OUR SPONSORS



[become a sponsor \(/support/partners/\)](/support/partners/)

2017-03-20 - OPB CMS - ba

Certain federal and state laws require that job applicants be able to view posters or notices describing specific laws that affect employers. These include the Oregon OSHA Job Safety and Health poster (http://www.opb.org/s/docs/about/Oregon_OSHA.pdf), the federal Equal Employment Opportunity poster (http://www.opb.org/s/docs/about/Equal_Employment_Opportunity.pdf), the federal Family and Medical Leave Act (http://www.opb.org/s/docs/about/Family_and_Medical_Leave_Act.pdf) poster and the federal Polygraph Protection Act Notice (http://www.opb.org/s/docs/about/Polygraph_Protection_Act.pdf). Although people viewing this section of opb.org may not be job applicants, this is the most readily available location to ensure this information is available to potential job applicants.

View/Edit Page(/admin/jobs/edit/5538065/52aa560022551)

Events(/admin/event)

Content(/admin)

Media(/admin/media)

x

About (/about/)

FAQs (/about/faq/member/)

Employment (/about/careers/)

Volunteering (/about/volunteering/)

Internships (/about/internships/)

Producing for OPB (/about/produce/)

Accessibility (/about/accessibility/)

Hire OPB (/about/services/)

Pressroom (/pressroom/)

OPB Public Files (/about/#moreinfo)

Contact (/about/contactus/)

Email OPB (/about/contactus/)

Newsroom (/about/contactus/newsroom/)

Connect (/about/connect/)

Facebook (http://www.facebook.com/oregonpublicbroadcasting?_fb_noscript=1)

Twitter (<http://twitter.com/opb>)

Reception Issues (/about/contactus/reception/)

Mobile (/about/connect/apps/)

Podcasts (/ondemand/#podcasts)

Mobile Apps (/about/connect/apps/)

Newsletters (/about/newsletter/)

RSS Feeds (/about/rssfeeds/)

Support (/support/)

2017-03-20 OPB.org

- [Sponsorship \(/support/membership/sponsorship/\)](#)
- [Leadership Giving \(/support/membership/leadership/\)](#)
- [Planned Giving \(/support/plannedgiving/\)](#)
- [Vehicle Donations \(/support/vehicledonation/\)](#)
- [Volunteering \(/about/volunteering/\)](#)
- [Shop \(http://www.pntrac.com/t/2-26430-54246-51107\)](http://www.pntrac.com/t/2-26430-54246-51107)

[New! Edit Page \(/admin/jobs/edit/5538065752aa5b0022551\)](#)

[Events \(/admin/event\)](#)

[Content \(/admin\)](#)

[Media \(/admin/media\)](#)

[x](#)

Shop (<http://www.pntrac.com/t/2-26430-54246-51107>)

Legal (</about/termsfuse/>)

[Privacy Policy \(/about/privacypolicy/\)](/about/privacypolicy/)

[Terms of Use \(/about/termsfuse/\)](/about/termsfuse/)

[Editorial Policy \(/about/editorialpolicy/\)](/about/editorialpolicy/)

[Contest Rules \(/support/drawing/\)](/support/drawing/)

FCC Public Files (<https://stations.fcc.gov/station-profile/kopb-tv>)

[KOPB-TV \(https://stations.fcc.gov/station-profile/kopb-tv\)](https://stations.fcc.gov/station-profile/kopb-tv)

[KOAB-TV \(https://stations.fcc.gov/station-profile/koab-tv\)](https://stations.fcc.gov/station-profile/koab-tv)

[KOAC-TV \(https://stations.fcc.gov/station-profile/koac-tv\)](https://stations.fcc.gov/station-profile/koac-tv)

[KEPB-TV \(https://stations.fcc.gov/station-profile/kepbtv\)](https://stations.fcc.gov/station-profile/kepbtv)

[KTVR \(https://stations.fcc.gov/station-profile/ktvr\)](https://stations.fcc.gov/station-profile/ktvr)

Search OPB



<http://www.pbs.org/?station=KOPB>



http://www.npr.org/stations/force/force_localization.php?station=KOPB_FM&url=http://www.npr.org/



<http://www.pri.org/>



<http://www.bbc.co.uk/worldservice>



<http://americanpublicmedia.publicradio.org/>