



Knox Technical Center
Adult Education at Knox County Career Center
308 Martinsburg Road
Mount Vernon, Ohio 43050



Knox County Career Center Schools is a public school district located in Mount Vernon, Ohio, that serves preschool students, over 600 high school students in 19 career technical programs at Knox County Career Center, and adult students in 13 career technical programs through Knox Technical Center. Our educational environment is committed to preparing students for success.

Knox Technical Center is looking for a:

Position Title: Marketing Coordinator (full-time) for Knox Technical Center
Reports To: KTC Director
Starting Date: Immediately **Application Deadline:** Until Filled
Compensation: Commensurate with education and experience

Acceptable Education, Training and Experience:

- Bachelor's degree in education, business, marketing, or related subject preferred
- Minimum of three (3) years' experience in marketing and recruiting students
- Computer skills in Microsoft Office and design software
- Experience with social media, website management, Google analytics, SEO skills preferred
- Other combinations of experience and education that meet the minimum requirements may be substituted
- Satisfactory FBI/BCI background check, drug test, and reference check

Description: Full-time marketing coordinator managing KTC recruitment and all areas of marketing.

Essential Functions include:

- Coordinates KTC marketing projects with responsibilities that include public relations, special events management, advertising, and creating brand awareness
- Organizes the preparation and/or designs proposals, presentations, and marketing resource materials such as brochures, data, slideshows, videos, photographs, and reports
- Prepares status reports on marketing efforts and enrollment data
- Facilitates recruitment within area high schools and community
- Familiar with standard concepts, practices, and procedures within postsecondary education
- Goal oriented, team player, performs a variety of tasks, creative, applicable computer skills, social media skills, and ability to work independently with general supervision

Please Apply To: Send Resume and Application (see link below) to:
Kim Williams, Director
c/o: Karrin Sherer
Knox Technical Center; 308 Martinsburg Road, Mount Vernon, OH 43050
Email: ksherer@knoxcc.org FAX: (740) 397-1659

Application:

https://www.knoxtechnicalcenter.com/uploads/6/0/2/8/60282273/application_for_employment_kccc-ktc.1_fillablea_1.pdf

The Knox County Career Center Schools are committed to the equal opportunity for all personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status, disability, or sexual orientation