



MARKETING COORDINATOR

40HRS/WEEK (FULL-TIME)

ARE YOU OUR NEXT MARKETING PROFESSIONAL?

We're looking for a detail-oriented, collaborative Marketing Coordinator to support the execution of marketing efforts across the organization. This role is ideal for someone who enjoys coordinating and creating content across digital, print, and on-site channels.

If you're organized, curious, comfortable writing and creating visuals, and excited to work across departments to support STEM programs, events, and visitor engagement, let's talk!

WHAT IT LOOKS LIKE

Marketing Execution & Coordination – *approximately 50% of time*

You'll support the execution of marketing campaigns by coordinating content, assets, and timelines across departments. This includes managing incoming marketing requests, clarifying scope and deadlines, and ensuring projects move forward smoothly and on time.

You'll assist with website updates, email marketing, social media scheduling, and on-site signage, ensuring content is aligned with brand standards. You'll also support press outreach by drafting and distributing press releases to media partners.

Content, Brand, & Creative Support – *approximately 30% of time*

You'll help create and adapt marketing content across platforms, including writing copy, resizing or formatting graphics, and supporting visual consistency across materials. You'll work within established brand guidelines to ensure messaging is clear, mission-aligned, and audience-appropriate.

Analytics, Coordination & Cross-Department Collaboration – *approximately 20% of time*

You'll work closely with staff across departments to support programs, fundraising, events, and visitor engagement efforts. You'll help maintain marketing systems, track project progress, and assist with basic performance reporting and organization of assets and files. This position plays a key role in keeping marketing workflows organized, responsive, and collaborative.

WE'RE LOOKING FOR SOMEONE WHO

- Has experience supporting marketing, communications, or related work
- Is a clear communicator with strong writing and organizational skills
- Is comfortable working with digital tools, content management systems, and social media platforms
- Can manage multiple priorities and deadlines with attention to detail
- Enjoys collaborating across departments and supporting shared goals
- Is adaptable, curious, and eager to learn

EDUCATION AND EXPERIENCE

A bachelor's degree in marketing, communications, graphic design, or a related field is preferred. Relevant experience can substitute for formal education.



North Dakota's
**Gateway to
Science**

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OUR TEAM & VALUES

We love what we do—and we passionately pursue the mission with strategy, purpose, and a deep commitment to living our core values to support the team, visitors, and community. We bring joy to science by approaching our work with curiosity, collaboration, and a spirit of deliberate experimentation. We're committed to building spaces where everyone feels a sense of belonging—from our team to the people we serve.

Our team works together in a dynamic, supportive environment built on well-laid systems. Specialties aren't siloed—they are collaborative, cross-functional, and strategically aligned to ensure we deliver the best possible experiences for our visitors and our team.

MORE DETAILS YOU'LL WANT TO KNOW

This position reports to the Public Engagement Director and works closely with department leads. Other duties may be assigned as necessary but will remain within the reasonable scope of Marketing Coordinator responsibilities. The salary for this position is \$44,000, DOE. A valid driver's license is required. Benefits include health, vision, dental, Aflac, pet, and/or life insurance, a health savings account, employer matched IRA, and PTO.

READY TO JOIN THE TEAM?

To apply, email your resume and cover letter to gscience@gscience.org with the subject line "Marketing Coordinator Application."

We welcome applicants from all backgrounds and identities. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, disability, veteran status, or other differences. Need accommodation during the application process? Email us at gscience@gscience.org with the subject line "Job Application Accommodations."

Priority given to applications received before March 2nd.