



## **Marketing Communications Coordinator**

Are you a dynamic, experienced marketing professional who likes to write crisp, engaging copy and work on diverse projects from email campaigns to proposal responses? Do you excel at editing and know how to support legislative advocacy initiatives and media relations? Are you creative, well-organized, and a solid project manager? Read on!

TNG is seeking a Marketing Communications Coordinator who will be a key member of a small marketing team – working to develop copy and campaigns to drive firm growth and expansion. You'll work on email marketing, client proposals, PR, and advocacy campaigns to make things happen!

### **About the Position**

The Marketing Communications Coordinator will be a key member of the marketing team. The incumbent will produce a variety of campaigns and materials to support TNG strategy and business development efforts.

A key focus will be creating engaging copy focused on client interests and needs and designed to acquire and retain new customers. You'll also develop press releases and handle media relations contacts, develop and update proposal response templates, and work on legislative advocacy campaigns.

You'll collaborate with colleagues in Marketing and Business Development, as well as some external vendors.

Title: Marketing Communications Coordinator  
Work Location: King of Prussia, PA office ("3 days in/2 days remote" is acceptable)  
Reports to: Director, Strategic Marketing

### **Key Responsibilities**

- Copywriting to be used in TNG email marketing, websites, collateral, press releases, proposal response templates, and advocacy position statements
- Editing to enhance copy generated by other TNG staff, ensuring accuracy, flow and reader understanding
- Providing tactical support for partner campaigns – e.g. develop ads, oversee placement
- Developing position statements, overseeing distribution
- Crafting press releases, overseeing distribution, and handling media contacts

- Providing brand standard support
- Conducting market research, making recommendations
- Gathering and analyzing market-related and campaign-related data

### **Skills/Experience**

- 3-5 years in marketing/communications role
- Proven ability as a writer and editor; demonstrated copywriting track record, deployed through a variety of marketing tools and programs
- Experience writing marketing emails for segmented audiences and collaborating on distribution (MailChimp)
- Public relations ability including press release writing and distribution (erelease) and comfort with vetting media inquiries
- Legislative advocacy including drafting position statements, crafting supportive collateral
- Website copywriting including product/service descriptions; ability to implement basic website updates (WordPress)
- Contribute to social media campaigns (Loomly)
- Basic graphic design ability desired (Canva)

### **About the Company**

TNG is a vibrant, growing firm that offers the chance to “do well by doing good.” Our mission: to enhance the safety of schools and workplaces by offering comprehensive solutions to eliminate violence, discrimination, and misconduct.

For over 20 years, we’ve consulted with thousands of schools, colleges, workplaces, and organizations to empower them to become safer and healthier communities. We operate two professional associations, ATIXA (Association of Title IX Administrators) and NABITA (National Association for Behavioral Intervention and Threat Assessment) and provide training and consulting services on Title IX, Behavioral Intervention Teams, and Safety.

We’re a close-knit team that’s passionate about serving clients, demonstrating excellence, and achieving positive results. Our employees describe our firm as values driven, performance oriented, collaborative, caring, and fun!

*TNG is an **equal opportunity** employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran, or disability status.*

**Please send your resume to [recruiting@tngconsulting.com](mailto:recruiting@tngconsulting.com)**