



**Consolidated Business Services (CBS) has an opening for a full time Marketing Coordinator in Canby, OR.**

**First in the West, only second in the nation.** Consolidated Business Services provides efficient and economical outsourced partnerships for standard telecommunications back-office business tasks so your company can focus on what it does best.

**The primary purpose of this position is:** Responsible for the planning, creating and implementing of marketing projects including copywriting and social media management.

**Essential Duties:**

- Manage social media strategy, including creating posts, tracking activity, monitoring feeds and responding to inquiries.
- Copywriting for marketing collateral, newsletters, member communications, press releases, advertising campaigns, and user training materials.
- Planning, implementation, participation, and follow-up for various marketing and event activities.
- Graphic design and editing of collateral pieces and ads.
- Coordinate orders/requirements, inventory, and receipt of promotional items
- Assist in the management of community donations and sponsorships.
- Work collaboratively with Marketing Manager and Marketing team to develop and implement department projects.
- Assist with the creation and implementation of the annual marketing plan, including development of strategies, goals, advertising campaigns and other promotional activities.
- Performs other job duties and responsibilities as required to fulfill job functions or as assigned.

**Job Requirements:**

- Two to four years marketing experience requested. Practical experience with social media and copywriting preferred.
- Proficient with Microsoft office, familiar with Adobe Photoshop, InDesign and/or Illustrator applications
- Previous in graphic design a plus!
- Bachelor's degree in Marketing or two to four years related experience and/or training; or equivalent combination of education and experience.
- Must possess a valid driver's license with a good driving record

We are a drug free company and offer a generous benefits package. Applicants must possess and maintain a valid driver's license and a clean driving record. If you are a qualified candidate and would like to join the CBS team, please submit your resume by email to [sdale@cbsoregon.com](mailto:sdale@cbsoregon.com) or fax 503-263-9399. CBS is an EEO employer. For more information about us, please visit <http://cbsoregon.com/>