



**BUFFALO BAYOU
PARTNERSHIP**

Buffalo Bayou Partnership Marketing and Communications Coordinator

Reports to: Vice President of External Affairs
Works with: Marketing Manager
Classification: Full-Time, Exempt

Buffalo Bayou Partnership

Buffalo Bayou Partnership (BBP) is the non-profit organization revitalizing and transforming Buffalo Bayou from Shepherd Drive to the Port of Houston Turning Basin. From spearheading award-winning capital projects such as the 160-acre Buffalo Bayou Park to constructing trails, operating comprehensive maintenance initiatives, and offering programming and public art, Buffalo Bayou Partnership is reclaiming Houston's unique waterfront. The organization is at a moment of significant change and growth as it expands its staff and begins to implement the recently completed Buffalo Bayou East Master Plan.

Job Summary

The Marketing and Communications Coordinator serves as a key member of a small External Affairs team at BBP. The position works closely with the Vice President of External Affairs and the Marketing Manager on all aspects of marketing and communications including public relations, print collateral, and digital assets. The position will work both independently and as part of a team.

Duties and Responsibilities

Media Relations

- Distribute press releases and maintain physical and digital media kits
- Maintain an updated list of media contacts and event listings
- Submit programs and events to calendar listings regularly

Marketing

- Update and coordinate production of print and digital marketing materials
- Distribution of materials and placement of temporary signage for events and programs
- Update website and ticketing software with new content as assigned
- Design basic items such as signs, banners, and flyers using brand standards

Social Media

- Draft posts for Instagram, Facebook, and other channels for review and approval
- Monitor all social media engagement and respond to questions as needed
- Document activities at BBP sites in photo and video and maintain an organized catalog of all media

Other:

- Design organizational presentations (using PowerPoint, Adobe)
- Occasionally coordinate paid advertisements
- Represent BBP and staff BBP tables at community events
- Assist Director of Programming at in-person events throughout the year

Qualifications

- A minimum of two (2) years working or bachelor's degree in marketing and communications
- Ability and willingness to work evenings and weekends (in exchange for other paid time off)
- Conversant in programs including, but not limited to, Microsoft Office suite, Adobe suite (Photoshop, Illustrator, and InDesign)
- Familiarity with WordPress
- Skilled at social media including, but not limited to, Instagram, Facebook, LinkedIn, and TikTok
- Excellent verbal and written communication skills
- Excellent organizational and time management skills
- Self-motivated, energetic and a team player
- Strong ethics
- Creativity
- Ability to speak and read Spanish a plus
- Non-profit experience a plus

Salary and Benefits

Buffalo Bayou Partnership offers a competitive salary and excellent benefits.

How to Apply

Please submit resume and cover letter to:

jobs@buffalobayou.org

No phone calls please.

Buffalo Bayou Partnership is an Equal Opportunity Employer.