

Person Specification
Marketing Coordinator

	Essential	Desirable
Knowledge & Qualifications	<ul style="list-style-type: none"> • Knowledge of and competency in Microsoft Word & Excel • Undergraduate Degree in an appropriate field (such as Business Studies, Marketing, Journalism, English or related concentration) 	<ul style="list-style-type: none"> • Knowledge of and competency in social media and Google advertising • Completion of courses such as Facebook Blueprint and / or Google Ad and Marketing Certification • Knowledge of theology or biblical studies
Experience	<ul style="list-style-type: none"> • Experience in a sales, marketing or communication role • Significant experience with communication platforms (such as mailchimp, wordpress etc) 	<ul style="list-style-type: none"> • A background in book publishing or book sales • Experience in the development of websites or new communication platforms • Familiarity with the operation of Christian organisations or charities
Skills and Abilities	<ul style="list-style-type: none"> • Strong writing and copyediting skills • Self-driven, showing initiative and the ability to manage own workload and multi-task • Excellent inter-personal skills 	<ul style="list-style-type: none"> • Ability to adapt quickly to new processes, and adept at learning new software • Strong negotiation and influencing skills
Personal Attributes	<ul style="list-style-type: none"> • Team-oriented • In agreement with Langham Partnership's Statement of Faith and supportive of the vision, mission, conviction and values of Langham Partnership • Flexible to the demands of the job 	<ul style="list-style-type: none"> • A keen interest in the global church • Driven by serving others