

## Keeter Center Sales Coordinator

The Keeter Center at College of the Ozarks is seeking a highly organized and detail-oriented **Sales Coordinator** to support the Director of Sales & Marketing in executing creative campaigns, managing sales efforts, and upholding brand standards across all marketing channels. This multifaceted role includes responsibilities in sales coordination, social media management, content creation, corporate sales support, email marketing, and administrative duties.

The ideal candidate will demonstrate strong communication skills, marketing acumen, and a passion for excellence. A background in graphic design, photography, or video editing is preferred but not required.

### Key Responsibilities:

- Coordinate event sales efforts, including booking and managing group events and motorcoach business
- Manage and monitor social media platforms, customer engagement, and online reputation
- Support the creation of email marketing campaigns, printed materials, and internal/external communications
- Ensure brand consistency in signage, menus, promotional materials, and digital content
- Provide administrative assistance, including reporting, budget tracking, student supervision, and invoice processing
- Collaborate on SEO/SEM strategies and assist in implementing digital advertising campaigns
- Contribute to special projects as assigned by the Director of Sales & Marketing

### Qualifications:

- Bachelor's degree in marketing, hospitality, communications, English, or a related field
- Minimum of one year of related professional experience
- Excellent written and verbal communication skills
- Exceptional attention to detail and time management
- Proficiency in Canva, Google Workspace, Microsoft Office 365, and social media platforms
- Experience with email marketing tools (e.g., Constant Contact) and website content management systems
- Valid driver's license required
- Bonus: Graphic design, photography, and/or video editing experience
- Bonus: Google or HubSpot certification

College of the Ozarks is a small (1500 students) liberal arts, work-study college with a commitment to Christian faith and service with employment benefits that include:

- Competitive salary
- 100% employer paid medical, dental, life and long-term disability insurance
- 403b retirement savings plan
- 2 weeks of paid vacation each year

This is a full-time, on-site position located within the professional and mission-driven setting of College of the Ozarks. The role involves a combination of desk-based work and periodic on-site coordination, requiring occasional lifting of materials up to 30 lbs. Please submit applications/resumes to Vicki Wrosch in the Business Office, College of the Ozarks, PO Box 17, Point Lookout, Missouri 65726 or e-mail [hr@cofo.edu](mailto:hr@cofo.edu).