

Texas Land Title Association

Communications and Marketing Coordinator

The Communications and Marketing Coordinator is part of TLTA's 3-member communications team.

Key Responsibilities

This position reports to and works in collaboration with TLTA's Director of Communications and Marketing to manage and execute all aspects of TLTA's marketing and communication functions. Specifically, this position does the following:

- Assists with writing, editing, and distributing TLTA external communications and marketing initiatives, including newsletters, event promotions, and fundraising initiatives.
- Organizes and tracks communications team projects and deadlines.
- Manages sponsorship and advertising sales. Supports maintenance of sponsor and advertiser relations.
- Manages publication of industry regulatory manual.
- Assists with production of printed programs, PowerPoint presentations, scripts, sponsored items and other collateral materials.
- Assists with the administration of membership recruitment and retention.
- Proofreads all publications and communications.

Qualifications

The ideal candidate would meet the following qualifications:

- Bachelor's degree in marketing, public relations, or related field.
- Exceptional writing, proofreading, and editing skills.
- Demonstrated organizational skills and an ability to manage multiple deadlines and projects with minimal oversight.
- Ability to work collaboratively across all functional areas of the organization.
- Strong customer service values.

Salary

Based on experience and qualifications

Application Process

Send your resume to Josh Meeks, Director of Communications and Marketing, via josh@tlta.com