

Development Coordinator

We are seeking a qualified individual for Development Coordinator to work for a well-respected and supportive non-profit agency that specializes in addiction rehab.

Why work for us?

MRC is located in Memphis's Midtown neighborhood. As a *non-profit* addiction treatment agency, established in 1970, we're not motivated by the bottom line but rather MRC is in the business of helping people. We save lives and send waves of change through the patients' lives we serve, their families, and our communities. The dignity of our patients and our staff is held in high regard by MRC management. At MRC, we want our staff to succeed and be equipped to do the tasks at hand. We are a team, working together to bring a lasting impact in our world – one person, one family at a time. YOU can be a part of that effort!

Responsibilities (include);

- Perform a variety of marketing related responsibilities
- Promote MRC using contemporary marketing practices
- Monitor company website and all social media accounts
- Represent company in outside community events
- Build connections with other agencies in the community

Requirements

- Relevant experience or marketing related degree
- Excellent written and verbal communication skills
- Enjoys talking to and meeting new people
- Knowledge of addiction treatment/recovery is beneficial, but not required
- Have a valid driver's license

Shift: Full-time, 40 hours a week, (Part time and flexible schedule an option)

Benefits:

- Health, Vision, and Dental Insurance
- Life Insurance
- Company Matched 401K
- Holidays, Accrued Time Off and Sick Leave
- Graduate Level Education Benefits

