

Marketing Coordinator

One of the busiest and best bicycle and ski retailers in Bend is looking for an exceptional and dependable Marketing Coordinator to join our amazing family.

We are looking for a skilled, experienced, and awesome individual! Being a Marketing Coordinator at Pine Mountain Sports means being a part of an exceptional team who provides excellent hospitality to our customers and contributes to a culture where we love what we do. You will need to be creative, motivated, supportive, extremely detail oriented, and work well with a team of friendly and experienced salespeople and bike techs.

Position: Marketing Coordinator

Employment Type: Part-time, Year-round

Salary Range: \$23/hr+ DOE

Qualifications:

- 2+ years' experience in marketing, bike/ski shop marketing experience is a huge plus!
- Has a solid background in graphic design and video editing.
- Experience with WordPress is preferred.
- Must be authorized to work in the United States. We do not sponsor H1-B visas.
- Minimum of High School Diploma, Associate degree or above preferred.
- This job requires sitting for extended periods of time and staring at a screen.
- Part-time is 32 hours or less per week, a varied schedule includes weekends/holidays (closed Thanksgiving and Christmas). Certain benefits are available for eligible part-time employees (who work between 20-32 hours on avg per week). See below.

Summary of Duties:

- Consistently updating Pine Mountain Sport's social media pages (Facebook and Instagram) with staff updates, new products, job postings, events, monthly promos, and more!
- Providing website maintenance and regular updates to keep content up to date.
- Composing, editing and distributing shop's monthly newsletters.
- Maintaining Constant Contact list.
- Creating and designing and/or ordering store signage, gift cards, coupons, and more.
- Working with the Owner on custom clothing and hard goods for the shop.
- Marketing, coordinating and often hosting special store events that pertain to community fundraising efforts and support, or in-store clinics/events.
- Bring new ideas to Pine Mountain Sport's marketing efforts to reach a broad spectrum of audiences and generating more business and visibility for the store!

A more comprehensive list of major and minor duties will be presented during interviews

We offer competitive pay and benefits. Listed benefits below are for part-time only. This position is based in Bend, OR.

- Salary \$23/hr+ DOE
- 401K and ROTH 401K
- Paid Time Off
- Paid Holidays
- Paid Training
- Product Discounts

Pine Mountain Sports provides equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, gender, age, disability, veteran or marital status, genetic information or any other characteristic protected by law.

Please send your resume and cover letter to savannah@pinemountainsports.com