



# *Oblate Service Corporation*

## *Missionary Association of Mary Immaculate - USA*

### **JOB OPENING**

The Missionary Oblates of Mary Immaculate are specialists of difficult missions. Our 3,500 priests and brothers help the poor and abandoned in the United States and seventy countries around the world.

Our nonprofit mission development and fundraising office, located in Belleville, Illinois, and San Antonio, Texas, raises donations for the Missionary Oblates so they can conduct their missionary work.

We are seeking a **Direct Marketing Traffic Coordinator** – Full-Time, Non- Exempt

### **Summary of Position**

The Direct Marketing Traffic Coordinator provides administrative support to the Fundraising team with assistance in the monitoring and overseeing the print and digital production schedules for Oblate marketing campaigns to ensure completion in accordance to required timelines and required specifications; premium product activity reports, processing intangible premium products for purchase.

### **Essential Duties and Responsibilities**

1. Monitors and oversees the multiple tasks for completion of direct marketing print and digital campaigns for all Oblate entities in accordance to required timelines and specifications, and with use of project management tools.
2. Assists with maintaining the project management tool (Basecamp) to assure all print campaigns are included for assignment of tasks and due dates.
3. Update database codes in alignment with the marketing plan and with donor services codes and requirements.
4. Prepares instructions for variable text and ask arrays to be included on the Selection Information Form (SIF)
5. Creates segmentation jobs in donor database for campaigns in conjunction with Analytics and the IT Department in accordance with the Selection Information Form (SIF)
6. Prepares various reports on inventory, premium requests, margins, etc. and participates in meetings when appropriate.
7. Attends campaign planning meetings and production meetings for print and digital campaigns
8. Assists with proofreading as needed.

### **Location**

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San Antonio, TX, or Belleville, IL

### **Education and/or Experience**

High school education or equivalent and 3 plus years of related training and experience in project management. Experience in print direct marketing preferred.

Good communication skills, both oral and verbal. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to work well with both a team and independently and have the ability to communicate information clearly both oral and written and demonstrate competence in a variety of computer applications. Proficiency in MS Word, Excel, Outlook required. This position must be detailed oriented and have ability to handle sensitive and confidential information appropriately and with discretion.

### **Work Hours**

Full-Time, M-F and weekends as required.

The successful candidate is required to be in the office full-time for the first one year of employment.

**Interested candidates should send resume and salary requirements to:**

**Diann Donjon at [ddonjon@omiusa.org](mailto:ddonjon@omiusa.org) or Magda Valdez at [mvaldez@omiusa.org](mailto:mvaldez@omiusa.org)**

*Employee referrals are welcomed.*

*Oblate Service Corporation and its affiliates are an Equal Opportunity Employer*