

## **NTRCA JOB OUTLINE DIRECTOR OF PR & MARKETING**

### Activities Include:

- Promote and market the four main events of the association
  - Annual Awards Banquet
  - Golf Tournament
  - Mini Trade Show
  - Clay Shoot
- Promote and market Lunch and Learns and Elevate Trainings
- Promote and Market the Don't Fraud My Texas campaign
- Evaluate the current Consumer Awareness posts and determine a plan moving forward to educate consumers and expand that awareness to commercial
- Promote membership in NTRCA
- Tell the story of the North Texas Roofing Contractors Association
- Track social media results to determine impact and create the best path forward based on data

### **The ideal candidate will join the Quindigo Team and:**

- Be passionate about the telling the story of the North Texas Roofing Contractors Association
- Meet the scope of the contract including the creation of "quarterly rock" goals and key performance indicator tracking mechanisms
- Attend Quindigo staff meetings once per month
- Kick in support for Quindigo work if needed by another team member
- Communicate when stuck – ask questions, don't let perfect be the enemy of the good.
- Demonstrate initiative, exemplify trustworthiness and be a self-starter
- Provide top-level customer service to clients
- Have the following past experiences:
  - Familiar and comfortable with Remote Work
  - A self-starter & have initiative
  - Knows how to manage groups of people & projects
  - PR, marketing, and content creation skills
- Be familiar with the following tools:
  - Microsoft Office – Word, Excel, PowerPoint
  - Dropbox
  - Google Calendar
  - Slack
  - Canva
  - Wix
  - YouTube
  - LastPass
  - Zoom Calls and Webinars
  - Airtable

## **Compensation**

Quindigo Management shall pay Contractor \$3500 monthly which shall be due and payable to Contractor on the first of each month after the previous month's work.

## **Interested?**

- Go to <https://www.ntrca.com/> to learn more about the industry.
- Go to [www.quindigo.com](http://www.quindigo.com) to learn more about our team.
- Please send an email to [grow@quindigo.com](mailto:grow@quindigo.com), detailing your interest and experience in joining our team and meeting the needs of this association.