



Garrett's Space is a suicide prevention nonprofit founded in 2018 by Julie and Scott Halpert after they lost their son, Garrett, to suicide. We are building a transformative model for mental health support: a non-medical residential center where young adults ages 18 to 28 with depression and anxiety can find community, tools, and a place to belong. We offer weekly virtual wellness groups and monthly in-person gatherings where young adults can connect with peers who have similar lived experiences, clinically licensed professionals, and the environment. Throughout it all, we work to provide young adults with the time, community, and space to find hope and healing.

Are you a storyteller with experience in designing communications and events? Garrett's Space is looking for a versatile, compassionate, and organized **Marketing and Communications Coordinator** to help bridge the gap between our life-saving mission and our community. As we scale our efforts in young adult suicide prevention, we need a professional. This professional will refine our voice, manage our digital presence, and implement seamless events. You'll work to foster greater connection and purpose alignment with the larger community through hosting events in tandem with our development team.

Marketing and Communications Coordinator

The Marketing & Communications Coordinator manages content creation, digital communications, event coordination, and administrative functions to support organizational outreach and engagement. The role focuses on telling authentic, mission-driven stories, developing thoughtful communication strategies, and executing campaigns that deepen community connection and support donor engagement. This position collaborates closely with internal and external stakeholders to ensure all messaging reflects the organization's values and promotes awareness, trust, and impact.

This role is currently structured as hybrid, with an anticipated shift to full-time, on-site work (Ann Arbor) in the future.

Key Responsibilities of the Marketing & Communications Coordinator include:

- Lead digital communications and brand management efforts, including oversight of the website, social media platforms, and content strategy to support audience engagement and organizational goals.
- Create and manage content across digital and print channels, ensuring consistent, mission-aligned messaging and brand integrity.
- Support donor engagement and outreach efforts, including communications, mailing list management, and collaboration on fundraising campaigns.
- Plan and execute events, including community outreach and fundraising initiatives, managing logistics, materials, and participant engagement.
- Support operational effectiveness by developing processes and assisting with administrative and organizational needs.

Education, Experience and Qualifications for the Marketing and Communications Coordinator

- Bachelor's degree in Marketing, Communications, Public Relations or a related field
- Minimum of 2+ years of experience in marketing, communications, or related areas
- Strong writing and editing skills, with the ability to create clear, compelling, and audience-focused content
- Experience developing and executing communication plans across multiple channels
- Proficiency in Canva, Microsoft Office (Excel, Word), and social media platforms; familiarity with design and publishing software required
- Strong project management skills, with the ability to manage competing deadlines and maintain attention to detail
- Sound judgment and discretion when handling sensitive or confidential information.
- Strong storytelling and content development skills, with an understanding of audience engagement strategies

Compensation, Benefits, and Structure for the Marketing and Communications Coordinator

Garrett's Space provides a competitive compensation package that includes a competitive base salary (\$65,000 - \$72,000) based on experience, skills, and abilities, health insurance, paid time off, holidays, and dedicated opportunities for professional development. This role is currently structured as hybrid, with an anticipated shift to full-time, on-site work in the future.

The Recruiting and Selection Process for the Marketing and Communications Coordinator

Garrett's Space invites interested candidates to submit the following to garrettsspaceapply@gmail.com by 5:00 PM EST April 15, 2026:

1. Resume
2. Cover Letter: Please include a brief explanation of why mental health promotion specifically resonates with you and your journey as a communications and events professional.
3. Portfolio Samples: Provide 2–3 examples of your work (e.g., a newsletter snippet, a social media campaign, an event implementation plan, or a professional writing piece).

The recruiting process may include a combination of preliminary phone screens and interviews, candidate assessments, reference checks, and a pre-employment background check and drug test. The process is designed to ensure that candidates are aligned with Garrett's Space mission and vision.

Garrett's Space is an Equal Opportunity Employer!