

## MARKETING PROJECT COORDINATOR

Under the direction and supervision of the President, the Marketing Project Coordinator supports activities related to both client projects and agency promotions as well as providing administrative support for business operations. The position requires strong organizational skills, excellent communications skills, a keen eye for details, and a general knowledge of marketing and advertising.

### **Responsibilities:**

- Assist in executing client and agency marketing projects
- Assists in scheduling projects and tasks in the agency project management system
- Compiles client and agency meeting agendas and draft minutes
- Compiles marketing and advertising data reports and building presentations, charts, graphs
- Coordinates third party needs such as printing services, stock photography, font and other digital asset purchases, licenses
- Prepares and submits files for print, approving printers proofs and coordinating delivery of materials
- Proofreads and edits client and agency materials, correcting for spelling, style, and grammar
- Reconciles client marketing budgets, calendars
- Maintains agency and client accounts, passwords, directory listings and other assets
- Assists in building proposal documents, estimates, and agency presentations
- Assists in client invoicing and other financial matters
- Organize client assets, materials, photos and mailing lists
- Provides general marketing and administrative support to teammates across design, web development, social media, sales management and strategy
- Stays aware of client activities to provide support to the account
- Represents the agency or its clients at industry, community and client functions
- Assists in new the business development process by lending support to the sales team
- Contributes to the agency blog, social media and other promotions
- Maintains current computer skills related to daily functions; takes training in the use of new software
- Assists with clerical, administrative, information technology and bookkeeping functions
- Support other client, agency and business projects as needed

### **Requirements:**

- 2 years applicable industry experience
- Associates or Bachelors Degree preferred, but not necessary
- High aptitude for details, including the ability to work with numbers
- Experience in the use of Macintosh computers and basic computing software such as the Google Suite
- Candidate should have basic knowledge of marketing softwares such as Adobe, Email Marketing, Social Media and Website Platforms

### **Necessary Traits for the Position:**

- Possesses effective oral and written communication skills
- Demonstrates the ability to work independently and meet deadlines, self-motivated
- Operates as a team player
- Can see the big picture, while managing minute details
- Possesses integrity, passion and enthusiasm for your work
- Passion to help grow the agency and it's clients' businesses

