



THE GLOBAL EVENT AGENCY

MARKETING COORDINATOR + DESIGN SUPPORT

Department: Marketing

FLSA Status: Exempt

Work Schedule: Monday to Friday, 9:00 am to 5:00 pm

Effective Date: Immediately

Job Status: Full-Time

Reports To: Director of Marketing

Positions Managed: None

Last Revision Date: December 17, 2023

POSITION SUMMARY:

The Marketing Coordinator + Design Support reports to the Director of Marketing and supports the Graphic and Web Designer who services the sales + operations team with any creative or design needs from initial concepts to final production. This position is responsible for helping maintain the visual integrity of the client brands, while demonstrating the ability to supply creative + print/digital solutions to a variety of requested projects.

ROLES AND RESPONSIBILITIES:

- Work with the DOM + Sales/Ops to coordinate all print and digital needs for EES client events, accumulate all details and content to put into the Graphic + Web Designer workflow.
- Work with local vendors to coordinate print quotes + video filming for all client events and provide quotes to the sales/ops teams.
- Attend client meetings and site visits with DOM to assign in innovating print + digital design needs.
- Assist in developing concepts and design a variety of marketing projects including but not limited to print, web, promotional material, and digital.
- Work with all Graphic + Web Designer to assist in any design and print needs such as event registration websites and event print materials as needed.
- Make sure that projects support the team's brand strategy and are completed on time and error-free.
- Help manage and maintain digital files; distribute as requested.
- Assist in the development of creative ideas for all marketing and team initiatives.
- All other duties as assigned.

REQUIREMENTS FOR CONSIDERATION:

- Submission of cover letter including the following information:
 - Why you love and want to work in marketing
 - 1-3 bucket list destinations you want to visit and why
 - Describe a way you live your full, bright life outside of work (see below core value)
 - Something unique about you



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- Bachelor's degree in digital and/or marketing, graphic design, communications, or related field.
- Experience with Adobe Creative Cloud tools.
- Understanding of HTML, CSS, WordPress, and Elementor Builder is a plus.
- An understanding of how to organize and optimize digital content across web, social media platforms, and email marketing to measurably reach and engage audiences.
- Knowledge of design elements, artistic ability, and creativity are essential.
- Ability to multitask and work under tight deadlines.
- Ability to effectively communicate with other departments and corporate sponsors visually, verbally, and in writing.
- Experience with the process of asset management amongst a high-volume of projects and deliverables.
- Incredible organization skills and attention to detail.
- Dependable and proactive team player with experience producing visual content with little supervision.
- Microsoft Office product expertise in Word, PowerPoint, and Excel is required.
- Mailchimp knowledge is a plus
- Embodiment of our Core Values:
 - Powered by People: We build relationships to give meaning and richness to our lives and work
 - Always Accountable: We do what we say we are going to do
 - Innovate Until It's Great: We generate new ideas to create business value
 - Be the Best: We get it right the first time
 - Viviendo: We live full, bright lives in and out of work

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Must be able to sit / stand for 8 hours
- Walking, bending, and light lifting up to 25 lbs

BACKGROUND SCREENING NOTE:

Candidates considered for this position will be required to undergo a background screening process. The screening process may include, but is not limited to, criminal history, credit check, driving history and verification of education and employment history. This process is conducted to ensure the safety and security of our events and to maintain the integrity of our team.

We are an equal opportunity employer and welcome applicants from all backgrounds to apply.

Salary \$50,000-60,000 (commensurate with experience) plus benefits.



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Employee Name: _____

Employee Signature: _____ Date: _____