

Title

Marketing Coordinator

Description

Forward-thinking, fast-paced company looking to establish a marketing coordinator with strong knowledge and understanding of marketing and communication. Touch Cleveland is a full-service marketing and public relations firm with a focus on community and business development. We are a vibrant and passionate team that prides itself on our ability to create ideas outside of the ordinary by using all forms of communication.

Responsibilities

- Assist the marketing manager and support clients with marketing activities.
- Assist with the production of marketing materials and literature.
- Coordinate the production of a wide range of marketing communications.
- Provide support for marketing events and exhibitions as required.
- Assist with the collation of information for promotional literature.
- Write articles and promotional material for the company.
- Upload marketing material to online libraries, internet groups and social media sites.
- Update and maintain the marketing department's documentation and databases.
- Managing events, book venues and order marketing materials related to events.
- Assist in the creation and implementation of marketing strategy and tactics for an assortment of clients in a variety of industries.

Qualifications

Excellent written and oral communication skill
Excellent critical thinking skills
Familiarity with all aspects of social media
Detail oriented with the ability to multitask
Ability to communicate and maintain a professional demeanor
Ability to work independently and sufficient without supervision
Ability to execute projects and meet deadlines
Strong work ethic and positive attitude
Highly organized and task oriented

Requirements

B.A. or B.S. in Marketing, Business, Communication, Public Relations or related field OR equivalent experience.
Proficient in Microsoft Office suite
Reliable internet connection

Position/Salary

Contract; Remote; Part- time – 25 to 30 hours per week. \$1,800 to \$2,100 mo.

Contact

Send resume and cover letter to brand@touchcle.com