

REMOTE MARKETING & EVENTS COORDINATOR

In this role, the *Marketing and Events Coordinator*, will be fast-thinking, eagle-eyed, roll-up-your-sleeves professional reporting directly into the Marketing Director. The right fit for this role will know how to hustle, always keep many balls in the air, and be a positive and engaged contributor to the bustling department of 5. This is an ideal position for someone who has an interest in marketing and sales with a love of organization and efficiency.

Key Functions:

- Attend marketing and sales meetings, taking careful notes, assigning tasks and managing agendas and key items (bonus if you're familiar with EOS and/or ninety.io)
- Act as key point person to work with internal accounting department on behalf of marketing and sales activities, such as creating, tracking and managing expense reports and payables across the department
- Gather various data sources to populate into relevant systems. Prepare weekly and monthly reports to support the teams. Support research and analysis projects as needed
- Act as point person for events and logistics, i.e. reservations, booking, shipping, and logistics as well as act as bridge between department and external event teams for communication all deliverables, registrations, and deadlines
- Manage weekly website edits and updates to staff pages using HubSpot
- Basic editing of marketing video contents to add captions or other support as needed by Content Manager
- Research and track annual PR and award deadlines and requirements
- Support marketing and sales groups with additional tasks and projects as needed

Key traits we're looking for:

- **Ninja note-taking skills & follow through:** This role will take a lot of notes at every meeting and follow up by assigning key tasks and takeaways to each party responsible. Making sure everyone knows what to do and when its due by is mission critical to this role.
- **Administrative Competence:** Expense reports? Contact Management? Event logistics? No sweat. Filing, compiling information, submitting documents, securing reservations, and setting follow up tasks is the norm for you.
- **A love of data:** This role will take on a large share of the gathering and compiling of data for weekly and monthly reports. You'll be comfortable pulling data, reviewing it for accuracy, and asking questions and presenting preliminary information to ensure our reporting is seamless.
- **Comfort communicating with professionals at all levels:** This is a flat company—meaning you'll be in meetings with the Directors, co-Founders, and other professionals on a regular basis. We want to hear what you think and your input is invaluable, so the right person will feel comfortable speaking up from day one.
- **Growth-mindset:** We're rapidly approaching 200 people at this company and the sky is the limit—which means everything is constantly growing and changing. It's a great place to be if that's what you're looking for—but you need to be open to changes and growth-focused speed to be successful here.
- **Proactive Passion for your work:** We'll paint it done but you'll only be successful if you really care about what you're doing. See something that hasn't been pointed out but is noteworthy? If you're the type who will speak up and bring it to the table, this is the right place for you.
- **No task too big or too small:** You'll be just as happy filing expense reports for the Sales team as compiling big data sets to analyze competitors and clients. This team is agile and fully integrated—no one is above any job here.

Technical Skills You May Have to Be Competitive in Consideration:

The ideal candidate will have 1-2 years' experience reporting on Marketing, Sales metrics and 1-2 years' of event deliverables experience, thrives in dynamic, fast-paced environments and can work autonomously while maintaining a resilient attitude.

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