



Job Title: Marketing and Sales Coordinator

Department: Marketing

Reports to: Marketing Manager

Location: San Francisco, CA

Position Summary:

Reporting to the Marketing Manager, the Marketing and Sales Coordinator is responsible for supporting the Field Sales Representatives' marketing needs. This includes providing necessary materials for conferences, events and seminars with the objective of effectively generating leads and brand awareness for the Higher Education division.

Responsibilities:

Collaborate with and provide marketing support to Field Sales Representatives specific to logistical fulfillment for events and conferences including:

- Event registration
- Booth logistics
- Material inventory and distribution (collateral, premiums)
- Prize fulfillment
- Graduation planning/support
- Database support
- Travel arrangements
- General research
- Office management including (i.e. invoice and purchase order handling, ordering supplies and handling general mailings)

Supervise Marketing Assistant.

Qualifications:

- Bachelor's degree with 1-3 marketing/administrative experience.
- Strong organizational, project management skills, verbal and written communication skills.
- Be a self-starter and detail oriented.
- Possess the ability to thrive in a fast-paced environment.
- Provide support to Marketing support team.
- Ability to effectively manage internal/external vendor relationships, budgets and analyze costs.