Marketing Coordinator Part-time:

As Marketing Coordinator, you will be instrumental in providing marketing and creative services support to Ogorek Wealth Management financial advisors and their team. This will involve partnering with financial advisors and client associates to develop content and create materials that will help attract new clients, and to expand and retain existing client relationships.

**What will you do?**

* Responsible for all the branding and marketing to clients.
* Develop a thorough understanding of marketing services processes and clients served to assist with the implementation of marketing programs and the creation of marketing collateral ensuring it meets all compliance regulations.
* Coordinate the tracking, follow up, and flow of marketing projects as they move through the marketing process and develop procedures for communicating the status to the team members.
* Manage a variety of administrative functions such as data entry, tracking and reporting from the internal project database, maintaining job filing systems, website and social media analytics and other organizational functions as needed
* Provide proofreading support for projects throughout the creative process
* Implements marketing and advertising campaigns by assembling and analyzing sales forecasts; preparing marketing and advertising strategies, plans, and objectives; planning and organizing promotional presentations; updating calendars.
* Researches competitive products by identifying and evaluating product characteristics, market share, pricing, and advertising; maintaining research databases.
* Plans event seminars by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists. Prepare event site to ensure all necessary equipment and materials are available.
* Updates job knowledge by participating in educational opportunities; reading trade publications.

**What do you need to succeed?**

**Must-have**

* Bachelor’s degree in marketing, advertising, communications, or a related field or equivalent experience
* 1+ years of marketing, communications or related experience
* Solid project management skills with the ability to coordinate many projects simultaneously, often with competing priorities, very tight deadlines and multiple stakeholders
* Excellent written and verbal communication skills, strong editing and proofreading skills with careful attention to detail
* Proven assertiveness and organization to ensure the timely coordination of projects
* Proficiency with Microsoft Word, PowerPoint, Google Analytics and Excel

**Nice-to-have**

* Financial services industry experience
* Experience with website, social media vehicles and programs
* Knowledge of print and electronic media production processes
* Experience working with Adobe InDesign and Adobe Creative Suite programs

Part-time: 16-20 hours ago