



## Marketing Associate

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### Responsibilities

- Responsible for development, implementation and maintenance of the organization's website; Monitors web traffic, oversees the development of web content, and maintains web server; Ensures that the site meets the business needs of the organization.
- Planning, coordinating and executing all preparations for meetings and events. This may include but not be limited to working with content management experts to assemble PowerPoint presentations, developing/formatting agendas, assembling Excel data reports, printing name tags, and other duties
- Manage logistics information for the Commerce Corporation's participation in trade shows and exhibiting at events. This may include but not be limited to all aspects of booth setup including shipping and working with stakeholders and partners on collateral production and dissemination
- Assisting the Business Development team with project support such as assembling requests for information, pulling real estate property reports, disseminating information, compiling reports/submissions, assembling notebooks and other items
- Working with Manager of Marketing to maximize opportunities for community brand-building, outreach and partnerships
- Ability to do basic graphic design work preferred

### Preferred Skills

This position requires an individual who possesses the following qualities and skills and has a desire to be part of an energetic, fast-paced team:

- Proven experience as corporate event and project manager
- Knowledge of KPIs and marketing techniques for event management
- Computer savvy; proficient in MS Office
- Excellent organizational skills
- A knack for problem-solving
- Enthusiastic about external relationship building, ambassadorship, and outreach
- A team player
- Independent self-starter
- Proven ability to work collaboratively as well as independently
- Excellent written, verbal and interpersonal skills
- Works well under stress and can juggle competing priorities
- Comfortable with hands on work required of a lean non-profit organization
- Basic graphic design preferred

### Professional Qualifications

- A Bachelor's degree is required, and/or an equivalent combination of relevant training, work experience, and education is required.

Please submit a cover letter along with a professional resume and salary requirements via email to:

**Rhode Island Commerce Corporation**

[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

**The RI Commerce Corporation is an Equal Opportunity Employer**