



Marketing Coordinator

Statement of Duties

The Marketing Coordinator is an essential member of the Marketing team. In this role, the Marketing Coordinator will be tasked with a wide variety of administrative and financial reporting responsibilities. This role will be involved in multiple projects and will assist with the management and administration of these projects to ensure the departments workflows and teams are functioning at maximum capacity.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

- Coordinate the administrative and project support for one or more of the dedicated team(s) within the department.
- Prepare monthly expense reports, process requests for purchase orders, track marketing accruals, request for proposals, and vendor payments and invoices.
- Compile budgeting information and work with other team members to provide reporting/analysis.
- Assist in presentation development and meeting preparation.
- Perform special projects assigned by the dedicated team lead(s).
- Participate and represent the Marketing staff in committee and cross-department responsibilities.
- Responsible for general office duties such as copying, filing, faxing, and maintaining the cleanliness of office area as needed/when on-site.
- Take meeting minutes, communicate, and track action items.
- Produce reports, spreadsheets, presentations, or other documents as needed.
- Demonstrate ability to promptly and accurately follow instructions given by Manager.
- Maintain compliance with company and department policies and procedures.
- Maintain a professional work environment with management and staff.
- Participate in meetings and training as required.
- Maintain complete confidentiality of all company information at all times.
- Perform other duties as may be assigned by department and/or company management.
- Perform all job duties in a safe and responsible manner.
- Familiarization with all company brand programs and systems.

Key Competencies

- **Conceptual Ability:** Deals effectively with not just concrete, tangible issues but with abstract, conceptual matters.
- **Organization:** Plans, organizes, schedules, and budgets in efficient, organized manner. Focuses on key priorities with strong ability to multitask.
- **Passion:** Showcases a positive can-do attitude; works independently and efficiently.

Preferred Qualifications

- Minimum of 3 years related experience.
- Bachelor's degree from an accredited college or university or equivalent practical and applicable work experience preferred.
- Knowledgeable of computer applications including Microsoft Office, Microsoft Outlook, Microsoft Teams, Excel, PowerPoint, and Zoom.
- Ability to learn new computer applications (Smartsheets)
- Excellent verbal and written communications skills.
- Experience in government, business, tourism, or travel trade.
- May have some in state travel, >10%
- Ability to troubleshoot, problem solve and take initiative.

The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.

To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=553835107>