Job Title: Project Coordinator – Diversity Marketing

Date: 1/7/2022
Report To: Project Manager
Location: East Orange, NJ
Starting Salary: $35,000/year
Typical time in position:

Number of positions: 1

In this role, the Project Coordinator will support the account teams to execute client projects and assist senior management with marketing functions. We are looking for a person with strong communication and organizational skills who is eager to learn, able to work independently, and likes working on different kinds of projects.

Job Responsibilities:

- Develop and schedule social media posts
- Conduct outreach to community organizations
- Content editing/proofreading
- Administrative tasks such as data entry
- Research using publicly available sources
- Support Account Managers to maintain client relationships
- Attend strategy meetings
- Take detailed notes of client meetings
- Ability to complete multiple tasks within deadlines
- Support of management in administrative duties, as needed

Basic Qualifications:

- BS/BA in Marketing, communications, or related fields
- High level of communication and organizational skills
- Extremely detail oriented
- Tech “savvy”
- Must be a self-starter and capable of working virtually

Preferred Qualifications:

- Competitive pay structure
- Unlimited paid time off
- Hybrid work environment: work virtually and in office (easily accessible via public transportation)
- Retirement plan with up to 3% company match

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