

Marketing & Events Coordinator

DO YOU LOVE WORKING WITH CLIENTS TO REMOTELY PLAN THEIR EVENTS, VET VENDORS, AND COORDINATE THEIR TIMELINES? ARE YOU EXCITED BY WORKING WITH MULTIPLE TYPES OF BUSINESSES IN DIFFERENT INDUSTRIES?

LVL-UP STRATEGIES IS THE COMPANY FOR YOU!

summary

- LVL-Up Strategies is a woman- and minority-owned consulting firm that helps small businesses and entrepreneurs get to the next level
- Position described offers flexible hours (minimum 20 hours a week required); transition to full time work is available
- Salary commensurate with experience
- Professional development path & guidance provided for those looking for their next level

skills desired

- Proficiency in Google Suite and Trello
- Knowledge and experience using a variety of visual diagramming and research tools & methodologies
- Excellent communication skills including writing
- Self-driven

requirements

- Bachelor's degree
- 1-2 years event planning experience
- Excellent writing, communication organization, and sales skills
- Ability to consistently meet tight deadlines and manage multiple projects simultaneously
- Work in (mostly) US eastern time

job duties

- Work independently and autonomously with the marketing manager on creating strategy and marketing and events plan for clients
- Manage all logistics and serve as main POC for all aspects of event planning, to include research, vendor management, contract management, RFP submission, and technical problem resolution
- Collaborate with other marketing staff to create targeted messaging and advertising to drive attendance
- Create and maintain overarching calendar for all virtual events, and train client on usage of calendar and best practices
- Develop standardized launch plan and apply to all events
- Develop and track key performance indicators to provide strategic insights and create engagement reports, then adjust launch plans based off of post-event data

Start Date: February 7, 2022

for more info...

To request more information or apply for the position, send your resume and cover letter to workwithus@lvlupstrategies.com.