

# MARKETING COORDINATOR

## JOB DESCRIPTION

A full-service boutique real estate firm in St. Louis is looking to add a Marketing Coordinator to our growing team. This individual will play key roles in the weekly creation of marketing collateral, facilitation of internal communication workflows, and overall brand strategy for the company. This is a full-time position for 40 hours per week.

### DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Assist team with weekly listing production; This includes property flyers and brochures, website creation, marketing box assembly, social media graphics, etc.
- Edit and manipulate photos, maps, aerial plans, floor plans, and other materials for listing flyers
- Preparing other brokerage presentation materials including tour books, offering memorandums, Broker opinion of values, presentation folders, etc.
- Assist with weekly social media content creation (Facebook, Instagram, Instagram Story, LinkedIn)
- Assist with creating weekly Mailchimp emails to be distributed
- Putting content together for newsletters, blogs, and our website
- Manage daily listing updates on our website as well as several others (New Listings, Price Drops, Status Changes)
- Manage the integrity of public-facing marketing elements (window display flyers, marketing kits, yard signs, etc.)
- Event Planning (Open Houses, client appreciation events, etc.)

### MARKETING COORDINATOR QUALIFICATIONS/SKILLS:

- Bachelor's Degree in Marketing, Communication or related field of study or 2+ years' experience in Digital Marketing, Social Media Management, or related field
- Excellent Copy Writing and Communication skills
- Proficiency with Graphic Design Applications (Ideally Adobe Illustrator or Adobe Creative Suite)
- Extremely Detail Oriented, Experience with Project Management Tools a Plus
- Excellent Time Management skills
- Proven ability to stay organized, manage files, and catalog art while handling multiple projects simultaneously—must be able to work in a fast-paced environment and handle multiple, competing priorities
- Willingness to Learn
- Works Well Under Pressure of Deadlines

If you want to employ your marketing skills in a fun, fast-paced environment please send your resume + a sample of your portfolio.

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic by applicable law.

Benefits include a competitive salary, excellent health insurance, professional development, office happy hours, and more.