

Marketing Project Coordinator

Rockford Fosgate, high-performance audio manufacturer is looking for a dedicated Marketing Project Coordinator to join their in-house Marketing department. This is an extremely visible position and we're looking for someone who has a passion for marketing and the audio lifestyle and culture.

This role is responsible with coordinating projects within the marketing department, cross departmentally as well as external clients. This position will work with cross-functional stakeholders to ensure on time, high quality and specific project management and execution. This position reports to the Director of Marketing, with a close tie to the Creative Director.

Requirements:

- Expert using Basecamp or like project management platform
- Expert knowledge of Excel
- Must have excellent soft skills
- Expert in maintaining ongoing communications with clients and providing updated status reports on all key deliverables
- Comfortable setting up project timelines, deadlines, milestone and ensuring every deadline is met
- Ability to coordinate and plan events from conception to completion
- Provides stakeholders timely updates on project milestones

What You Will Be Doing:

- Consult with clients and internal project team members to analyze and understand project needs. Responsible for understanding the big picture of how the project will integrate with the overall goals of the business and brand initiatives, along with providing ideas and recommendations on how to evolve the project over time
- Provide project metrics, as needed
- Assist in creating and managing project plans and coordinating client communications and project tasks with the Director of Marketing and Creative Manager
- Monitors scope creep and re-scopes projects when necessary
- Reviewing deliverables prepared by team before distributing to clients
- Creating comprehensive briefs and driving timelines associated with projects
- Inputting projects into Basecamp, then managing each project
- Collecting and maintaining resources and works with team to assign and track projects
- Attend meetings/calls where appropriate and create meeting minutes and notes
- Communicating with clients and providing updated status reports on key deliverables
- Coordinate the internal and external resources assigned to accomplish and deliver the project objectives

Qualifications:

- A team player with a positive can-do attitude
- Basic knowledge of Adobe Creative Suite
- BA in Marketing, Communications or similar
- Minimum 2 years project coordination experience, preferably in agency or consulting environment
- Strong understanding of Branding and implementing brand guidelines
- Organized, accurate, and detail oriented
- Excellent communication skills
- Self starter who is deadline driven
- Travel as needed for trade shows and events

Please submit your resume, cover letter, salary expectations and links to samples of your work to jobs@rockfordcorp.com with Marketing Project Coordinator in the subject line.