

First Bank of Highland Park

Date	5-13-2019	Requisition Number	2019 - 17
Position	Marketing Coordinator		
Department	Marketing		
Reports To	Marketing Director/Executive Assistant to the Board of Directors		
Basic Function	<p>Provide administrative support to the Director of Marketing and the Marketing Manager while supporting the miscellaneous needs of the Marketing team.</p> <p>The Marketing Coordinator needs to have strong communication skills and able to multi-task while working in a fast-paced team environment. Strong organizational, planning and time management skills are required.</p>		
Essential Duties	<p>Administrative & Support Functions:</p> <ul style="list-style-type: none"> • General clerical administration <ul style="list-style-type: none"> ○ Outlook, Word, Excel and Adobe Creative Suite ○ Marketing "Vault" page (SharePoint) ○ Mail Chimp & Constant Contact ○ Fiserv Navigator • Review and process e-mail daily • Review and process incoming Bank mail • Process invoices weekly, send to President after manager approves • Prepare memos and correspondence, as needed • Reconcile Marketing credit cards • Copy, scan and file documents, as needed • Manage Marketing team calendar • Coordinate weekly/monthly departmental meetings <ul style="list-style-type: none"> ○ Schedule conference rooms ○ Prepare agenda with input from Marketing team (weekly) ○ Coordinate with other department attendees (monthly) <p>Administrative & Support Functions for Community Art Wall:</p> <ul style="list-style-type: none"> • Manage Art Wall email and calendar for all branches • Schedule survey meetings with prospective exhibitors • Manage all documents and release forms • Schedule set up and tear down of Art Wall exhibits • Schedule all pre and post event activities <ul style="list-style-type: none"> ○ Invitations ○ Food ○ Press coverage ○ Thank you letter ○ Donation, if applicable <p>Administrative & Support Functions for Events:</p> <ul style="list-style-type: none"> • Assist with internal and external events <ul style="list-style-type: none"> ○ Assist/support event planning meetings ○ Assist/support with site visits ○ Make reservations/book venues ○ Coordinate with sales reps, vendor and venues, as needed ○ Manage event RSVP list and pre-event communications 		

Website Job Posting

	<ul style="list-style-type: none"> ○ Manage departmental mailing lists ○ Administrative/clerical support for event (bios, name tags, folders, etc.) ○ Post event communications <p>Administrative & Support Functions for Business Development:</p> <ul style="list-style-type: none"> • Assist with promotional items <ul style="list-style-type: none"> ○ Assist with ordering promotional items ○ Manage/organize promotional items for each branch ○ Fill departmental requests for promotional items • Assist with holiday gift giving <ul style="list-style-type: none"> ○ Manage departmental mailings list ○ Work with vendors and post office <p>Miscellaneous Responsibilities:</p> <ul style="list-style-type: none"> • Occasionally attend non-profit events • Maintain Marquee Calendar • Business Analytic Reports • Assist with large mailings <p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Other duties as assigned
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Strong organizational, planning and time management skills • Ability to work in a fast-paced environment and be self-disciplined • Ability to multi-task while meeting multiple deadlines • Strong verbal and interpersonal skills • Strong written communication skills
Training & Experience	<ul style="list-style-type: none"> • High School diploma or GED • 6 months to 1 year previous marketing and/or advertising experience • Microsoft and Adobe proficiency • College degree helpful
<p><i>To Apply: Send email with attached resume to careers@firstbankhp.com. Please reference Job Code 2019 – 17.</i></p>	