

Title:	Marketing Coordinator
Reports To:	Assistant Director of Marketing
FLSA Status:	Nonexempt: Full-Time, Hourly

Overview:
 The Marketing Coordinator provides operational and administrative support for Honeywell Arts & Entertainment’s marketing efforts. This role ensures smooth workflow management, timely routing of assets, accurate invoice processing, and effective coordination across projects and departments.

Essential Duties and Responsibilities (Note: Other duties may be assigned)
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Traffic, Timelines, and Workflow

- Reviews requests and ensures needed details are complete; routes marketing assets, proofs, and approvals.
- Maintains accurate timelines and publishes the weekly master marketing calendar.
- Coordinates internal task flow between Creative & Brand Strategy, Marketing Director, Digital Growth, Content & Communications, and Campaign Manager.

Administrative and Financial Support

- Processes invoices, POs, and monthly reconciliation.
- Coordinates print production, including quotes, proofs, delivery, and vendor communication.
- Maintains asset files, shared folders, and marketing documentation.

Project and Communication Support

- Provides reporting support in partnership with the Digital Growth Strategist.
- Assists the Campaign Specialist with artist-management asset gathering and approval routing (day-to-day communications remain with the Campaign Specialist).
- Assists with small flyer projects and basic administrative tasks.

Marketing Coordination and Collaboration

- Supports marketing initiatives through strong organization and project coordination, helping manage timelines, materials, and communications across departments.
- Collaborates with internal stakeholders to gather information, share updates, and support the development and execution of marketing projects.

- Utilizes common marketing and business platforms, including Microsoft 365 tools, Meta for Business, and project management systems such as Monday.com, to coordinate work and maintain documentation.

Creative Production and Asset Management

- Supports the creation and preparation of marketing materials through basic graphic design, photography, and photo editing while maintaining brand standards and consistency across platforms.
- Prepares and reviews written marketing content for clarity, grammar, and alignment with brand voice.
- Manages marketing files and digital assets, maintaining organized file structures and shared folders to support efficient team access and collaboration.
- Assists with production of marketing materials using tools such as Adobe Creative Suite, Canva, and Salesforce Email Studio, as applicable to project needs.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Confidentiality and Integrity:** Handles sensitive information with discretion and professionalism.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Project Management:** Experienced in leading projects, managing resources, and meeting deadlines.
- **Decision-Making and Problem-Solving:** Strong judgment in resolving complex issues.
- **Tech-Savvy:** Advancing in Microsoft 365 and leveraging technology for productivity.
- **Industry Knowledge:** Stays current on trends and best practices to drive innovation.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

Bachelor's degree in Marketing or related field and 1-2 years of related experience or equivalent combination of education and experience.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Office environment.
- Utilizing an office desk – sitting, reading, listening or speaking with the ability to move intermittently throughout the day.
- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 25 lbs. with the ability to push or pull more than 25 lbs.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.

Other Requirements

Position may require overtime including limited evening and weekend hours.