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moore-associates.net

Position Description: Marketing Coordinator

Company Description:

Moore & Associates, Inc. is a transportation consulting firm located in Valencia, California. We work with public transit providers to make a difference in the communities they serve through comprehensive transit planning, marketing, public relations, market research, and performance evaluation.

Our marketing team regularly develops print, radio, television, and online marketing campaigns; manages social media campaigns; and plans and staffs events on behalf of our clients. The successful candidate will assist the entire marketing team in carrying out marketing projects as well as contribute new concepts and solutions for assigned campaigns.

The candidate we are seeking:

Our Company is looking for someone who has exceptional project management skills, demonstrates versatility, and who can collaborate with other marketing staff in addition to communicating with clients and third parties. We are particularly interested in someone who has experience in marketing services rather than products. The Marketing Coordinator will work cohesively with the marketing team to ensure that each project gets the resources and attention it needs to be successful and completed at the expected high standard and thus aligning with the Company's brand values of integrity, insight, and innovation.

Primary Responsibilities:

- Assist the marketing team in developing Marketing Plans that deliver objectives and vision for clients;
- Create engaging content to be shared on online and offline platforms;
- Develop copy for media releases and social media platforms;
- Research and coordinate with outside vendors;
- Event planning and staffing;
- Work with graphic designers to help deliver content that meets the specifications and needs of the client (Ability to work in Adobe Creative suite a plus);
- Analyze market research data to develop individualized tactics for differing clients;
- Cohesively work with all departments to facilitate growth, project completion, and efficiency; and
- Assist with day-to-day operations, special projects, and other duties as assigned.

Required Qualifications and Proficiencies:

- Bachelor's Degree in Marketing, Advertising, Communications, Public relations (or similar field);
- Candidate has at least two years of professional experience in marketing, graphic design, communications, or public relations;
- Previous experience working with social media platforms (Facebook, Twitter, LinkedIn);

- Capable of planning, coordinating, and organizing one's own work schedules and products on a daily basis;
- Excellent writing ability and usage of grammar and punctuation, and excellent verbal communication skills;
- Strong organization skills;
- Ability to multi-task and prioritize, in a fast-paced environment where creativity must be balanced with deadlines and budgets;
- Dynamic, motivated, and dedicated to continuous development and growth for clients and personally;
- Prior experience and working knowledge of Adobe Creative suite; and
- Proficiency with Microsoft Office suite including Word, Excel, and PowerPoint.

This is a full-time position in our Valencia office, with occasional travel throughout the west. It requires the ability to be flexible as some evenings and weekends may be needed. Moore & Associates will provide you with the software, tools, mentoring, and resources to do your job successfully. Innovation and the creation of value are rewarded. To find out more about our firm, visit: www.moore-associates.net.

Starting salary range of \$38,000-\$42,000 DOQ. Company benefits include annual leave, paid holidays, healthcare, 401k, and professional development assistance.

Application Process:

All submittals will be held in confidence.

Submit a cover letter, resume, and writing samples (.pdf attachments up to 5 MB or provide URL) to transitfirm@gmail.com. Indicate "**Marketing Coordinator**" in your subject line.

- Cover letter should tell your story by providing specifics of your experience and qualifications as well as your salary history.
- Resume must include all education/experience for the past five years.
- Writing samples: (1) copy written for media release and (2) a sample of prior marketing work you have completed in a professional environment: (i.e. marketing plan, examples of graphic design, or)
- Submittals will be considered in the order they are received. Incomplete submittals will not be considered.
- Interviews with qualified candidates will be scheduled based on application receipt date.

Employment is conditional on pre-employment physical, drug screen, and background assessment. We are proud to be an EEO/AA employer.