

JOB DESCRIPTION

JOB TITLE: Marketing and Promotions Coordinator
LOCATION: Austin, TX
DEPARTMENT: Sales
REPORTS TO: Local Sales Manager

POSITION OVERVIEW

The Marketing and Promotions Coordinator would assist Account Executives (AEs) in their marketing and promotions coordination efforts. Tasks include: gathering information on leads, preparing client presentations, coordinating event logistics; and creating re-caps for events and campaigns.

FUNCTIONAL RESPONSIBILITIES:

Gathering information on leads to assist the AE in contacting prospective customers
Coordinating between various Univision divisions in developing creative client presentations, including preparing a first draft of the presentation materials, reviewing presentations with AE's, and making adjustments as necessary
Acting as liaison with the client and the promotions group to execute promotions campaigns, including coordinating logistics for all grass roots events and local promotions
Creating event, online campaigns and promotions recaps
Other administrative tasks (e.g., preparing online performance reports, answering calls)

EDUCATION REQUIREMENTS:

College degree required.

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

Proficiency in Power Point, Adobe Creative Suite, and Excel
Fluent Written and verbal Spanish language skills
Excellent written English language skills
Marketing, sales & customer service experience
Experience in both primary & secondary research functions
Experience in coordinating events
Ability to work well both independently and in a team environment
Strong organizational skills
Detail oriented

The following would be a plus:

Experience with internet advertising

Previous advertising or media company experience
PR/Community Affairs experience

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

Marketing and Promotions Coordinator
Job # KAKW 2011-04
c/o Christie Humphries
KAKW TV 62
2233 W. North Loop Blvd
Austin, TX 78756

Email: chumphries@univision.net and put "Marketing and Promotions Coordinator, Job #KAKW2012-02," in the subject line.

We do not confirm receipt of resumes and please no phone calls.

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