# Job Title: PMI-SVC Marketing Coordinator

**Reports to**: VP of Marketing

Role Description:

The Marketing Coordinator is a volunteer responsible for managing the project management platforms used to plan and schedule marketing content

They drive the category the organization of the team through the use of Excel and Hootsuite as it supports the goals and direction established by the PMI-SVC chapter and Marketing department. The Marketing Coordinator supports all members of the Marketing Team in understanding workload, making sure tasks are completed, and data is collected.

Roles and Responsibilities

* Responsible for managing marketing platforms and data

Deliverables

* Manage team workload through use of project management platforms
	+ Make sure scheduling calendar is complete and up to date
	+ Collect and document metrics for social media and email performance

Role Specific Skills

* Communication
* Solution-Oriented
* Goal-Oriented
* Building Relationships
* Project Management
* Strategic Thinking
* Creativity

Other Leadership Skills

* Servant leadership
* Team building