



## JOB OPENING

# MARKETING COORDINATOR

**POSITION:** Marketing Coordinator  
**AVAILABILITY:** Immediate  
**REPORTS TO:** Executive Director, KCBS Marketing

### JOB DESCRIPTION

Provide marketing and project coordination, including client services, program fulfillment and accounting for the integrated marketing (NTR) projects under KCBS Marketing/CBS.

- Create and execute project work plans
- Manage media buying/ print vendor negotiations
- Secure locations, vendors, city and county permits and staffing of events
- Prep and manage press conferences
- Secure non-revenue partners to programs/projects
- Coordinate project recaps
- Manage project budget

### REQUIRED SKILLS/EXPERIENCE

- Financial management skills
- Creative Writer for Press Releases, Presentations, Proposals and Recaps
- Event staff and worker supervision
- Excellent computer skills including Excel & Power Point
- Understanding of social marketing/marketing terms
- Overtime may be required to meet project deadlines

### MUST APPLY AT:

[www.CBSRadio.com](http://www.CBSRadio.com) **KEYWORD: 2366BR**

**NO PHONE CALLS**

"It is the continuing policy of CBS Radio to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual preference, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit your assistance on these openings and future openings."



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