

**Job Title: Marketing Coordinator**

**Reports to: Director of Marketing**

**Location: Coral Springs, FL**

**The Low Down:**

Blue Stream is looking for an enthusiastic self-starter who loves to learn and work with people. This position assists the Marketing Director in the project creation, management, and final production of marketing deliverables that achieve the organizational goals.

This individual will have a full-time position working with the Marketing Director to assist in all marketing initiatives.

**What your days will look like:**

* Working closely with the Director of Marketing to ensure that all materials and programs are executed on time and on budget.
* Customize marketing and customer education materials for each home owners association to support sales and customer training needs.
* Provide your ideas and insights to help the company improve our marketing and communications programs. Don’t be shy. We want someone in this role to step up and do more than what is in this job description.

**Director Responsibilities:**

* Manage all print projects and inventory
* Independently manage marketing initiatives including social media and digital marketing, PR and content development
* Develop content for marketing materials
* Push the envelope on new ways to engage our target audiences
* Coordinate client communications
* Manages and attends event on behalf of Blue Stream

**What you bring to the table:**

* 3+ years marketing experience
* Experience working with printers
* Event coordination
* Digital content development and social media management
* Ability to learn a new industry quickly and comprehensively
* Strong writing and communication skills
* Creative and collaborative mindset
* Bachelor’s Degree
* Industry experience a plus but not required

Must be able to read, write and speak English, analyze and interpret general technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; ability to define problems, collect data, analyze data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; ability to handle confidential material and information; individual must be organized, able to multi-task under pressure.

**Education/Experience**:

Bachelor’s degree (B.S.) and/or related experience.

**Computer Skills**:

Microsoft software including Power Point, Internet, e-mail, and construction and design software as required.

**Physical Demands/Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* regularly required to talk and hear
* frequently required to sit, stand, bend at the knees and waist, and walk
* required to use hands to type, handle objects and paperwork
* required to reach and hold on to items at chest level or reach above the shoulder
* required to use close vision and be able to focus

Travel in Florida required. The employee generally works in the main office and may have to travel 4 days per month to active communaties; overtime may be required.