

Job Title: Marketing & Events Coordinator

Location: Fallon, NV

Company: CC Communications

About Us:

At CC Communications, we believe in building strong connections with our community and customers through innovative marketing and memorable events. We are looking for a **Marketing and Events Coordinator** who is creative, detail-oriented, and passionate about bringing ideas to life.

Position Overview:

The Marketing & Events Coordinator will support the planning, coordination, and execution of marketing campaigns and company events under the direction of the Business Development Manager. This role requires strong organizational skills, creativity, and the ability to manage multiple projects while working collaboratively across departments.

Key Responsibilities:

- Develop and execute marketing campaigns and media plans(digital, print, social media, etc.).
- Coordinate and facilitate online reputation management through monitoring of social media accounts.
- Arrange the postage and mail house portion of all direct mailings. Work with all departments to test for correct Mail Data.
- Plan, organize, and coordinate company events, trade shows, and community initiatives.
- Manage event logistics including scheduling, vendor communication, and on-site coordination.
- Create marketing materials and content to promote events and campaigns to meet Company deadlines.
- Through a combination of vendor and internal resources, maintain the company's website and social media presence with timely, engaging content.
- Track and analyze the effectiveness of campaigns and events, providing reports and recommendations.
- Design and create all promotional swag items and effectively track inventory.
- Coordinates all activities necessary for publishing the annual telephone directory.
- Execute the media and marketing plans with focus, creating a fluid document to meet changing needs.
- May be requested to represent CC Communications on external Boards.
- Monitor and report to management on activities of contract personnel.

Qualifications:

- Bachelor's degree in Marketing, Communications, or a related field (or equivalent experience).
- 1–3 years of experience in marketing, events, or related roles.
- Strong communication and writing skills.

- Excellent organizational skills with the ability to handle multiple projects at once.
- Proficiency with Microsoft Office, Canva/Adobe Creative Suite, Connectwise, Crowdfiber, and social media platforms.
- Experience with event planning and coordination preferred.

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A collaborative team environment where creativity and initiative are encouraged.
- The chance to make an impact through meaningful marketing and community engagement.

How to Apply:

Interested candidates should send a resume and cover letter to Jamie.hyde@cccomm.co with the subject line: *Marketing & Events Coordinator Application – [Your Name]*.