



MARKETING & EVENTS COORDINATOR

CAPTURE MANAGEMENT SOLUTIONS

Building Sustainable Associations for a Thriving Future

Company Background

Capture Management Solutions, previously Capture Marketing, has been providing marketing and association management solutions since 2009. We found that many associations and nonprofits we worked with were needing more than just association management services. We saw a need for coalition building, communications, grassroots efforts and marketing services. Our agency is founded on the premise that marketing and communications should be the cornerstone for every organization.

As we have continued to work with state and national associations on certain initiatives and causes, we have found state departments and governments were also in need of many of the same services. Our agency focuses primarily in the association, nonprofit and government arena.



Rules We Live By:

1. A great idea isn't – if you can't execute it.
 2. Don't just check off the box – go outside it.
 3. Set proper expectations; then always deliver.
 4. Carpe the Heck out of Diem.
 5. Foster an ethical and respectful culture.
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Culture

Company Vision

Our culture defines who we are as an AMC. As you work with us, we will train you on our culture, style, and commitment to work. This is designed to be an introduction to our culture and thought process.

Here are some things to know and how we differentiate ourselves from competitors:

- We produce high-quality work even though we are a small AMC. That is designed intentionally so we can keep nimble and respond to client requests in a faster time frame.
 - Your position is virtual and there is an expectation that work is completed on time, but if you need a flex schedule, we can usually accommodate that.
 - We develop a Kaizen Principal which means “continuous improvement”. Never get used to doing things the same way because we are working on improving it.
 - We are unique in that we can offer professional infrastructure management, marketing, and advocacy services to our clients. Usually, you would have to use multiple vendors to achieve the same thing.
 - We work hard and play hard. We expect employees to be on time and ready to work no matter what projects may come at them. Don't be surprised if we take everyone out for lunch and a good glass of wine after a project is done.
 - It is a requirement in our office to like coconut. (Just kidding; not really.)
 - We welcome and encourage you to learn something new and teach it to others.
 - We do not ask you to go above and beyond; we pay you to do a job as a professional. If there are times we ask for assistance or something that is beyond your scope we will do our best to respect your time, work-life balance and of course compensate you.
 - Jobs, family and personal events can be stressful at times. If there is something going on or you need time off or a modified schedule, please let us know. You do not have to get into specifics, just know we will listen, treat you like a professional and give you time to work on personal issues, mental wellness or family assistance.
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Marketing & Events Coordinator

Position Summary:

The selected candidate will be responsible for assisting and supporting the marketing team with a variety of events and marketing promotion tasks. This position is currently classified as a non-exempt full-time position and is eligible for benefits. A strong emphasis will be on implementing marketing, branding and events and communications for multiple clients.

Essential Functions:

At the direction of the account executive:

- Develop content for e-communications
 - Coordinate client campaigns and ensure campaign messaging is consistent through all channels/formats and events
 - Ensure proper communication channels are used in campaigns based on client goals and demographics.
 - Coordinate services for events, such as hotel blocks, facilities, catering, signage, displays, special needs requirements, printing, and event security.
 - Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, or to review administrative procedures and event progress.
 - Evaluate and select providers of services according to client requirements.
 - Plan and develop programs, agendas, budgets, and services according to client requirements.
 - Develop client event websites and registrations
 - Assist in promoting client events, causes, and topics through social media, e-communication, and website campaigns.
 - Develop social media calendars and content for multiple clients and launch on different digital channels.
 - Update and monitor client social media accounts.
 - Report on marketing initiatives and social media campaigns.
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Marketing & Events Coordinator

Knowledge, Skills and Abilities:

- Must be a self-starter with excellent interpersonal and communication skills with a talent for customer service.
- Proficient in Canva
- Excellent computer skills including all MS Office applications. (Word, Excel, Outlook, PowerPoint) required.
- Ability to logically think through a series of processes and know how to prioritize them based on immediate needs. We service multiple clients and must be able to work on different projects at the same time.
- Must be detail-oriented and be able to help proof marketing materials.

Minimum Qualifications

- Entry-level individuals may apply, however, 1-2 years experience is preferred.
- An Associates Degree or Bachelor's Degree in the area of communication, marketing, public relations, or events is preferred.
- Transportation to and from work and events is required.

Compensation is between \$43,000-\$57,000. This position is eligible for a benefits package that includes medical, dental, vision, long-term disability, life, 401k retirement, paid time off, extended paid time off, and paid parking.

Outrageously excited and energetic candidates may apply by submitting a resume and cover letter to the below website.

www.capturemngt.com/employment

Learn more at www.capturemngt.com.
