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# Example of Activation Coordinator Job Description

Our innovative and growing company is hiring for an activation coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for activation coordinator

* Monitor specific progress and industry trends relevant to SCRI Research Operations and participates in educational activities and programs as directed by SCRI Principal Investigators or other senior management
* Supports MAMs, RMs and TDMs with day to day ad hoc requests, specifically for MN/ WI, MO/AR/KS, IL, IN/ KY, SC/DE
* Executes the annual planning process, communicates and ensures adherence to Division Objectives, Milestone Schedule, Brand Plans, leadership on planning tool
* Champions National POS and VAP orders, communicating program elements & cost to markets and providing summary by market of units & expenditures
* Partners with Assoc
* Provides input on ad-hoc project and information requests, including national newsletters, requests for COMEX meetings, Trade/PR events, PR Global/Comex visits, etc
* Provides markets with assistance in the execution of customer, consumer and trade events
* Source and manage local vendors and agencies for development, localization, and customization of local sales promotional programs and materials to include coupons and sweepstakes for local markets
* Develop annual action plan and end-of-season recap documents for clients as assigned by the Manager
* Provide support in planning and execution of client entertainment events

## Qualifications for activation coordinator

* Customer Service in a Client Facing Role
* Experience in healthcare or marketing
* Cover Letter or Letter of Interest
* Provide dedicated customer service for sponsors, including ticket requests, inquiries and concerns
* All other duties as assigned by the Manager, Corporate Partnership Activation
* Attend sales meetings and sales calls with sales representatives