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# Example of Activation Coordinator Job Description

Our innovative and growing company is looking to fill the role of activation coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for activation coordinator

* Create and maintain project schedules, ensuring cross-functional teams are delivering on time
* Coordinate all creative and Interactive development deliverables to ensure timely launches
* Build cross-functional relationships with other departments (Analytics, Finance, Project Management, etc) to coordinate approvals, provide project status, and serve as the point person for interdepartmental requests
* Field and process manager and supervisor requests
* Maintain records and archives, including Wrap Reports
* Proofread and edit digital materials and legal rules
* Research and review vendor quotes, where necessary
* Prepping materials, presentations, and deck, where necessary
* Schedule and attend internal and client meetings when necessary, and prepare re-cap/follow-up reports
* Stay abreast of industry and retailer trends, best practices and other beneficial information

## Qualifications for activation coordinator

* Bachelor's Degree in Business Administration, Marketing, Sales or equivalent
* Minimum of 1 year experience in Sports Marketing, Customer Service and/or media sales environment
* Must be a reliable, organized, energetic person who can manage deadlines with positive attitude
* Must be able to juggle a large number of requests in a fast-paced environment
* Proficiency in Microsoft Office, including Excel, Word, PowerPoint, Mac applications, such as Keynote
* Previous experience at an Advertising and/or Digital and/or Social Agency