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# Example of Coordinator, Media Job Description

Our company is growing rapidly and is looking for a coordinator, media. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, media

* Manage client expectations and communicate Media Services' policies and service standards
* Become an expert in the support experience for public figures and media companies
* Recommend products and solutions and assist partners with implementation of new products
* Organize lists of media partners and track support requests
* Help educate and onboard new partners
* Ensure the success of partners through basic training and consultations
* Develop and catalogue best practices leveraging internal and external learnings across the news ecosystem
* Interview knowledge experts to develop new collateral and proposal content for municipal agencies
* Work with Partners and Senior staff to produce proposals and presentations research, design, write and produce all materials in alignment with Intersection process and brand standards
* Maintain resources & information systems

## Qualifications for coordinator, media

* Entry level position but preferred background in Marketing, Advertising or Broadcast Communications
* Minimum of two years of similar work experience within advertising, local or cable markets preferred
* Familiarity with 3rd Party Ad Serving Systems
* Has limited decision-making authority
* Has no formal role in managing projects
* Requires a Bachelor’s degree and minimum of 1 year directly relevant work experience