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# Example of Digital Marketing Coordinator Job Description

Our company is hiring for a digital marketing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for digital marketing coordinator

* Manage gathering and aggregating various sources of information to prepare recap reports of digital campaign performance, spends, and sales for distribution to tour marketers, managers and internal staff
* Assist with compiling information and designing presentations
* Compile and distribute reports such as Comscore, Vendor Media Kits and consumer research
* Coordinate calendar of vendor presentations for internal meetings / calls
* Bachelor’s Degree in Business, Marketing, or Statistics or related field
* Previous experience with online performance reporting, analytics and data analysis
* Detail oriented and able to coordinate multiple projects for on time delivery
* Active online and on mobile with intellectual curiosity about the field of digital advertising
* Gather necessary information for success of weekly presale initiatives
* Inform each market of upcoming event details, presale timelines and restrictions

## Qualifications for digital marketing coordinator

* Ability to prioritize and turn projects around quickly, work under pressure and be highly motivated
* Strong understanding of current online marketing concepts including strategies and best practices
* Minimum of 2 years previous digital marketing experience
* First-rate knowledge and experience of the digital landscape
* Expert knowledge of social networking websites, blogs, Twitter, YouTube
* Proficient with Macs and PCs