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# Example of Email Marketing Coordinator Job Description

Our company is looking for an email marketing coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for email marketing coordinator

* Proof read and distribute weekly newsletters
* Source target lists through direct database extracts with predefined / provided list queries
* Assist team members to complete reporting and special assignments
* Briefing creative campaigns using existing templates
* Monthly refreshes for campaigns - 60+ emails monthly and quarterly
* Routing briefs and digital assets to the project team, checking copy, ensuing promo codes are correct and routing approvals
* Externally routing assets to Cheetah Mail and ensuring links are performing properly
* A great attitude and eagerness to learn
* An entrepreneurial spirit - there's room to bring your ideas to the table!
* The ability to make decisions and be resilient to changes - flexibility is a must!

## Qualifications for email marketing coordinator

* Cheetahmail, EMS and/or Unica experience a plus
* Email platform experience (Salesforce Marketing Cloud preferred)
* Experience with web management tools, web content management systems
* An understanding of performance reports
* The ability to thrive in a working environment with minimal supervision
* The ability to work cross functionally, switch gears quickly and wear many hats