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# Example of Integrated Marketing Coordinator Job Description

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

## Responsibilities for integrated marketing coordinator

* Manage promotional materials, department supplies and assets by coordinating requirements with graphics department
* Plan and execute offsite meetings, trade shows, awards ceremonies, special programs and client events
* Accomplish organizational goals by accepting ownership for requests and projects
* Assist in managing integrated marketing projects from ideation to execution
* Coordinate with Edelman staff, vendors, and freelancers to execute projects
* Provide oversight and quality control on all deliverables
* Ensure projects are delivered on time and within budget
* Maintain multiple projects and tasks
* Interact with internal Edelman teams and provide weekly updates through project team leader
* Support senior staff with team operations

## Qualifications for integrated marketing coordinator

* Bachelors degree with 1-2 years work experience (full time or internships)
* Relevant Marketing or Media experience including educational background, internships or relatable work experience
* Conversant across all social media platforms and inherent passion for entertainment and pop culture
* Solution oriented and creative thinking is required
* Must be able to work closely with media buyers and ad sales in a fast-paced, every-changing environment
* A minimum of 1-3 years of advertising and/or marketing experience