



# Example of Digital Coordinator Job Description

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Our company is growing rapidly and is looking for a digital 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 digital coordinator

- Coordinate offers through internal reviews and all necessary changes & updates
- Update estimates for roadblock products and maintenance of roadblock calendar
- Assist with on-request inventory avails, and final sign off on sales proposals
- Thoroughly review and approve insertion orders through order management system
- Effectively communicate any discrepancies with planning team
- Ensure current processes documented and accurate
- Assist Inventory Director with weekly Convergence reporting
- Assist Sales Management with reporting needs including proactive inventory reporting
- Complete any ad hoc requests as needed
- Work across departments to develop digital marketing and communications content, raising awareness of our campaigns and mobilizing our online community to become donors and supporters

## Qualifications for digital coordinator

- Basic understanding of Photoshop/photo suite
- Proficient to expert in Excel
- Strong organizational skills and ability to handle multiple tasks and priorities

- Experience using ExactTarget, Salesforce, and/or other commercial ESP preferred
- Knowledge of the principles of digital marketing