



# Example of Promotion Coordinator Job Description

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Our innovative and growing company is looking to fill the role of promotion coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for promotion coordinator

- Save snipe insert times from previous day (e-mails) into the master snipe schedule for the week
- Pull Grip It MLBN Promo As-Run Reports on a daily basis
- Responsible for email blasts and other communications to listeners and partners
- Responsible for inventory management and distribution of station prizes
- Input and maintenance of loyal listener prize programs
- Input, tracking, and maintenance of all in-house prizing
- Communicate weekly prize and contest information to key staff
- Create proposals for station prizes
- Handle all listener inquiries in a friendly, professional manner
- Work directly with sales department to acquire all elements needed for sales promotions

## Qualifications for promotion coordinator

- Other marketing/promotional duties as assigned
- Provide support as needed in the coordination and implementation of station appearances and Street Team activities
- Schedule PT promo staff and interns for all station appearances including sending out weekly schedules through Asana (cloud based project system) to the team with current and new events
- Work with Promotion Directors to execute on site activation's at each event

- Create packing lists, table signage and one-sheets for each event, ensuring our messaging is prominent at each event and that all staff knows full details
- Manage PT hours through Workday