



# Example of Promotion Coordinator Job Description

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Our growing company is hiring for a promotion coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for promotion coordinator

- Post content on station social network sites
- Develop promotional proposals for sponsors and community events as needed
- Respond to listener needs/requests/issues, including donation requests
- Keep inventory on promotional swag
- Station vehicle and equipment maintenance
- Support the Award recipients in the completion of a number of promotional package deliverables accompanying an Award, specifically press releases, multimedia releases, social media campaigns, logos
- Research, compare, and place orders for vendors florists, photographers, linen rental companies and musical entertainment
- Assist with all aspects of promotion administration for the Epic Urban Promotion department
- Communicate with the Finance department on behalf of the Epic Urban Promotion department
- Participate in discussions regarding budget spends and needs

## Qualifications for promotion coordinator

- Must be able to work within a creative team environment
- Must be able to multi-task and delegate
- Obtain weekly expenditure reports from format heads and review to make sure we stay within budget
- Create and distribute PO numbers for all formats internally and to our

- Process all expenses/invoices for all formats within the department and ensures payments are timely
- Keep records of departmental compliance paperwork