



# Example of Promotions Coordinator Job Description

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Our growing company is looking to fill the role of promotions coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for promotions coordinator

- Provides social media training to talent
- Supports the local digital team
- Works with local and network digital teams to preserve online media safety and best practices
- Supports the department with promotions, giveaways, sweepstakes and events
- Coordinates the production of POPs during sweepstakes
- Acts as legal liaison during sweepstakes and sales initiatives
- Manages the giveaway phone lines and sweepstakes website registrations
- Assists in the planning and coordination of Telemundo 52 signature events
- On-site coordinator during events and assisting attending talent
- Assists in public relations tasks for the station and with Network, and acts as the Public Relations contact for Network Talent

## Qualifications for promotions coordinator

- Supervise station contests and on-air implementation of promotional programs
- Creativity is essential
- Dependable with a strong work ethic and possess a team player attitude
- Supports the station in Corporate initiatives
- Coordinates the creation of reports for Corporate and Network
- Attends to administrative duties such as managing/maintaining department

