



## Marketing & Event Coordinator

**Location:** Linthicum Heights, MD

**Position Type:** Part Time Contract

Our dynamic and growing company is looking for a part-time Marketing & Event Coordinator. The federal marketplace is a dynamic and fluid arena where we are recognized as subject matter experts. We are looking for a well-grounded, inquisitive, and self-disciplined manager who can ensure that our public appearances and events are running at the optimal flow.

**Job Description:** A successful Marketing & Event Coordinator will spend the work day supporting many different projects and events. With plenty to be getting on with your main responsibilities include:

- Delivering events on time, within budget, that meet (and hopefully exceed) expectations.
- Setting, communicating and maintaining timelines and priorities on every project
- Communicating, maintaining and developing client relationships
- Managing external stakeholder relationships
- Managing operational and administrative functions to ensure specific projects are delivered efficiently
- Providing leadership, motivation, direction and support to the planning, booking, and development of appearances
- Travelling to local events and project managing events
- Being responsible for all project budgets from start to finish
- Ensuring excellent customer service and quality delivery

You make sure the “trains run on time” by taking phone calls, setting up meetings, researching and answering event proposals, and making travel arrangements. You utilize company databases, email programs, and the entire Microsoft Office Suite daily. You are observant, experienced in managing calendars and itineraries, and are fully responsible for how you spend your work time. You have a strong work ethic that understands the value of making and meeting your commitments. You love a creative team around you, consider yourself to be a life-long learner and feel great when you see a problem and determine a solution. Our office is an intimate environment that fosters independence and 1:1 collaboration.

**About TargetGov:** a nationally-recognized strategic business consulting firm helping companies do business with the federal government. Our mission is to increase revenue for our clients using proven methods in the three practice areas that produce the greatest results: (1) market research and analysis (2) Federal sales and marketing plan preparation and (3) sales, marketing and business development training. We are a boutique firm located near BWI Airport. Our clients are located throughout the U.S. and represent many different industries.

The ideal candidate to join us will have the following experience and abilities:

### Qualifications:

- Two to three years of related work experience
- Strong verbal communication skills, in both individual and group settings. Active listening and ease in asking questions a must.
- Creativity in solving problems that may not have straightforward solutions

- Comfortable in a collaborative and cooperative environment; willing to work independently and on teams
- Excellent organizational and time management skills; ability to work on multiple projects simultaneously
- Ability to write clearly and informatively, targeting writing style to specific audience or purpose; knowledge of grammatical, spelling, and formatting issues
- Intermediate to Advanced-level Microsoft Office Suite (Word, Excel, PowerPoint) and Internet research
- Demonstrated initiative, resourcefulness, and willingness to develop new skills and knowledge
- Initiative to drive organizational processes
- Ability to lift up to 40 lbs. Professional demeanor and appearance

**Additional Desired Qualifications:**

- WordPress, Mail Chimp, HootSuite, social media, and BaseCamp experience
- Strong background in customer service

**Specific duties include:**

- Be an active member of our dynamic professional office, including full and part time employees
- Correspond via email and phone in support of TargetGov subject matter experts
- Provide quality assurance on formatting and content of documents
- Prepare PowerPoint presentations
- Maintain customer confidence and protect operations by keeping information confidential
- Attend local events in support of TargetGov
- Maintain event project tracking with project management software
- Production and distribution of documents for events
- Make and track travel arrangements for speakers
- Prepare and answer calls for papers to national and local contracting events

We are looking for an energetic, to bring their best this position can evolve from contract to a full-time position. This is rewarding work that can lead to other opportunities within a growing firm that helps companies be more successful selling their services and products to the U.S. federal government. If you meet the criteria above or know someone who does, email your cover letter and resume, and mention this posting, to: <https://targetgov.bamboohr.com/jobs/view.php?id=27>

TargetGov at Marketing Outsource Associates, Inc., is an equal opportunity employer and participates in the E-Verify program.

**Hours:** 20 to 25 hours per week, onsite at our office

**Compensation:** Up to \$20.00 per hour; Commensurate with experience