



CITYCENTRE ONE | 800 Town & Country Blvd | Suite 200 | Houston, Texas 77024

JOB DESCRIPTION

COORDINATOR, MARKETING

Purpose

The Coordinator, Marketing reports to the Manager, Marketing and is responsible for the coordination and execution of project marketing associated with Midway's purpose of creating enduring investments and remarkable places that enrich people's lives.

Key Areas of Responsibility

- Manage the day-to-day marketing operations of CITYCENTRE, Midway's mixed-use development in Houston, Texas.
- Assist in the development of marketing plans, strategies, and event calendars.
- Manage project budget, including approving invoices and reporting
- Coordinate public relations strategies, including writing and distributing press releases, and building relationships with local media outlets.
- Plan and execute advertising campaigns, design advertisements, and meet deadlines.
- Maintain project web sites and social media strategy, along with coordination of new initiatives.
- Design various collateral materials, such as brochures, newsletters, e-blasts, signage, etc.
- Plan, execute and attend various events, including all pre-event logistics, vendor coordination and day-of event coordination. Develop various events — planning, coordination and execution — all within budget.
- Seek out potential sponsors and partners for event opportunities.
- Assist with advertising sales and editorial content for *District* magazine.
- Work on multiple projects, with varying priority levels, to meet the agreed upon objectives.
- Assist and work closely with the other on-site teams to facilitate the successful execution of company and project objectives.
- Assist other professionals and team members when necessary, including Investment Management, Property Management, and Leasing support.
- Manage various projects with marketing consultants and vendors.
- Maintain tracking matrix for various marketing projects and establish a manageable work schedule.
- Manage multiple deadlines.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Business, Marketing, Communications or related field.
- Minimum of 3-5 years of experience in fast paced, corporate or agency marketing & communications team environment.
- Ability to prioritize and juggle multiple projects consecutively.
- Demonstrated ability to create results.
- Timeliness in meeting deadlines and customer/client/colleague needs.

- Excellent written and verbal communication skills.
- Strong attention to detail.
- Intermediate knowledge of Adobe Creative Suite and social media platforms.
- Advanced proficiency and knowledge of Microsoft Office, Word, Excel, PowerPoint and Outlook.
- Ability to quickly learn online content management systems.
- Desire to add value and grow within the company.
- Strong ability to work and thrive within a team environment.
- Exceptional creative skills using imagination and originality.
- Exceptional organizational skills.
- Strong character and ethical values.
- Strong work ethic.
- Punctual, Dependable, Flexible, Quick Learner, Self Starter.

Additional Skills

- Ability to maintain all information with the highest degree of confidentiality.
- Ability to follow written and oral instructions.
- Exceptional follow-through skills.
- Fiscally responsible and uses reasoned judgment.
- Ability to plan ahead and think outside the box.