



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

JOB DESCRIPTION

COORDINATOR, MARKETING [CORPORATE]

Purpose

The Coordinator, Marketing reports to the Director, Marketing and is responsible for coordination and execution of corporate marketing associated with Midway as a leading-edge real estate and investment firm, in alignment with the company's culture and values.

Key Areas of Responsibility

- Manage the day-to-day marketing operations of Midway Holdings
- Assist in the development of Midway's corporate marketing plans, strategies, and event calendar.
- Manage corporate marketing budget, including projections, reforecasts, and invoices.
- Coordinate content and execute design and final deliverable production of Annual Report, Proposals, and New Project Pursuits.
- Plan, execute and attend annual Investor Conference and Moran events, including all pre-event logistics, vendor coordination and day-of event coordination — all within budget.
- Coordinate project tour elements as needed.
- Coordinate Midway Corporate sponsorships.
- Design and maintain Midway's corporate-branded templates, as well as other various Midway branded collateral materials such as e-blasts, signage, etc.
- Maintain Midway's external web site, social media, and intranet, including development and population of content.
- Coordinate video production, including idea generation and directing videographers.
- Assist and work closely with the other on-site teams to facilitate the successful execution of company objectives.
- Assist other professionals and team members when necessary, including Team Relations, Investment Management, Property Management, and Leasing support.
- Stewardship of Midway Corporate Brand Vision.
- Assist with advertising sales and editorial content for *District* magazine.
- Maintain tracking matrix for various marketing projects and establish a manageable work schedule with multiple deadlines.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Graphic Design, Marketing/Communications or related field.
- Minimum of 3 years of experience in fast paced, corporate or agency marketing & communications team environment.
- Advanced proficiency and knowledge of Adobe Creative Suite, Microsoft Office, Word, Excel, PowerPoint, Outlook, and social media platforms.
- Ability to prioritize and juggle multiple projects consecutively.
- Timeliness in meeting deadlines and customer/client/colleague needs.

- Excellent written and verbal communication skills with the ability to create professional presentations.
- Strong attention to detail.
- Exceptional creative skills using imagination and originality.
- Adaptability and willingness to embrace new technology platforms, marketing methodologies and creative approaches.
- Desire to add value and grow within the company.
- Demonstrated ability to create results.
- Strong ability to work and thrive within a team environment.
- 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.