

Marketing Coordinator

*(part-time)*

**Dream opportunity to work at the beach!**

*(the office is three blocks from the ocean)*



***Who is SBDP?***

SBDP is a midsize firm that provides excellent client service (tax, small business accounting, and audit) primarily to small business and healthcare providers. Our nonofficial motto is “how would you want \_\_\_\_\_ if you were the client?” Our clients are not just numbers, we go beyond the numbers to be trusted business advisors. Similarly, our staff are not just employees, but part of the work family. We are located blocks from the Atlantic Ocean and have a beach lifestyle attitude while giving the very best in client service.

While we work hard to service clients and provide them access to the best information and the healthiest financial outlook, we also believe in taking care of our staff. We have a uniquely open and friendly environment and highly flexible management team allowing any member of the team to suggest improvements, give or receive assistance with a project, and create growth opportunities.

***Position Summary:***

This position entails managing social media postings and content topics, gathering updates from multiple departments (tax, dental, client accounting) for client communication, and designing follow-up letters and marketing materials for leads generated via the company website. Collaborating with a third-party marketing company to ensure timely project completion is an essential part of this role. This is a part-time position estimated to be 15-20 hours a week. This position reports to our Director of Sales and Marketing.

***Job Description:***

We are looking for a strategic, detail-oriented multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to guarantee projects are completed by target due dates; work with partners on requests and follow-up to ensure timely receipt of requested information. Our ideal candidate is self-motivated, innovative, and results-oriented.

Successful candidates should be professional, polite and have excellent organization. The Marketing Coordinator should be comfortable with computers, general office tasks, and excel at both verbal & written communication.

Responsibilities include:

* Support social media content with on-site photos and updates.
* Gathering topics for the client updates from our various departments (tax, dental, client accounting) and helping to draft simple emails, written copy, sales communications and proofread collateral and other marketing communications.
* Updating CRM (Customer Relationship Management) for lists and managing the sales/prospecting workflow from end-to-end to support business development efforts.
* Design follow up letters and marketing pieces for leads generated from website and events.
* Website content monitoring and proofreading.
* Graphic design experience is a plus.
* Assisting with event logistics and other business development duties as assigned.
* Partnering with our third-party marketing company to ensure projects are completed in a timely manner.