



## Project Coordinator

As **Project Coordinator**, you'll be tasked with executing digital marketing strategies and projects for ONEFIRE's clients. Day to day, you'll be responsible for assisting the project management and campaign implementation team with: tactical execution, reporting, and strategy work. You'll also collaborate with other ONEFIRE team members (Project Managers, Director of Marketing, Technical Director, etc.) to drive results for clients.

No two days will feel exactly the same and the ideal candidate will be self-motivated, open to learning new skills quickly, and someone who works effectively with others. Whether asked to build a workflow within HubSpot, create a landing page for a client campaign, or lead an analytics review call, the ideal candidate will rise to the challenge and give their best effort to help our clients reach their goals. The ONEFIRE world is fast-paced and we're looking for candidates who are comfortable with both a high level of autonomy and accountability.

ONEFIRE is a small and agile company that prides itself on working hard for our clients and working hard for each other. Expect plenty of fun distractions -- so long as the work gets done on time and to expectations.

### **Ideal Skills & Requirements:**

- 2+ years of experience in marketing
- Experience with HubSpot and/or other marketing automation platforms and CRM systems
- Experience with various tactics including: email marketing, paid advertising, content strategy, website strategy, etc.
- Strong verbal and written communication skills
- Detail-oriented and highly organized
- Ability to consistently meet deadlines
- Team player, willing to step in to assist in completing and also reviewing deliverables for clients
- Able to coordinate the work of many members of a team
- *Agency experience is a plus, but not required*
- *Experience in Google Analytics, Google Adwords, WordPress and Inbound Marketing (HubSpot preferred) are a plus*
- *Experience with managed IT services, healthcare practices, medical products, insurance and/or higher education is a plus*

