



MARKETING ADMINISTRATIVE ASSISTANT

JOB TITLE: Marketing Administrative Assistant

DEPARTMENT: *Marketing*

POSITION REPORTS TO: Vice President of Marketing & Film Commissioner

EXEMPT OR NON-EXEMPT: Non-Exempt

SUMMARY OF BASIC FUNCTIONS: To assist in the promotion of Fort Worth as a key leisure travel and convention destination by providing support to the Marketing Department.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Manage calendars and coordinate meetings for VP of Marketing and AVP of Creative & Branding
 - Receive requests
 - Work with external contacts
 - Anticipate what meetings are moveable
- Manage expense reports for VP of Marketing and AVP of Creative & Branding
- Manage travel itineraries including booking airfare, hotel, and rental car for marketing department staff
- Provide support for special projects as needed such as PowerPoints, Executive letters
- Provide event and activation support as assigned
- Manage and maintain the music events calendar
- Update company calendar with all marketing, film, and music-related travel itineraries, events, and activations
- Manage ticket and special event distribution and RSVPs
- Manage contact lists in the CRM including but not limited to: Partners, Legislative, Annual Meeting, and other special invitations

- Ensure that partner and attraction listings in the CRM are up to date
- Process marketing, film, and music invoices
 - Track expenses
 - Code and process invoices
 - Track budgets for individual projects (e.g., advertising, event)
 - Meet on budget as needed with VP of Marketing
 - Coordinate invoice processing with the accounting department as needed
- Work toward goals of Visit Fort Worth and the Fort Worth Sports Commission while living out the core values of the organization: respect, trust, hospitality, accountability, collaboration and innovation.
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POSITION QUALIFICATIONS:

- Education -** Equivalent to a Bachelor's degree from an accredited college or university with major course work in communications, advertising, journalism, marketing or English.
- Experience -** Minimum of one year experience in marketing, communications or public relations
- Special Skills -** English usage, spelling, grammar, and punctuation. PC and Internet knowledge is necessary. The ability to develop and write effectively and communicate concisely both verbally and in writing is necessary.

WORKING CONDITIONS: Normal working hours are 8:30 am – 5:00 pm Monday through Friday, in-office Tuesday-Thursday.

RESPONSIBILITY FOR THE WORK OF OTHERS:

This position has no direct reports or supervisor responsibility.

PHYSICAL DEMANDS:

- Sitting - Constant
- Standing - Occasional
- Walking - Occasional
- Lifting - Occasional (medium, 20 - 30 lbs.)

Carrying - Occasional (medium, 20 - 30 lbs.)

Pushing - Occasional (medium, 20 - 30 lbs.)

Pulling - Occasional (medium, 20 - 30 lbs.)

Reaching - Frequent

Handling - Frequent

Kneeling - Rare

Stooping - Rare

Crouching - Rare

Bending - Occasional