



PROJECT COORDINATOR

This role is ideal for a driven professional looking to gain experience in a collaborative environment. Project coordinators work alongside and support account executives in delivering project work moving through the studio.

Jump in where needed. Be a part of the creative process. Interact with clients. Bring ideas to the table and bring them to life, too!

You'll get to be a part of the creative process and interact with clients. You'll see projects from spark to delivery. And you'll be an integral part of a tight-knit, hard-working, and fun-loving team.

Responsibilities:

- Support the account team in serving client project needs.
- Develop a detailed understanding of client industries.
- Contribute creatively with written and visual content for social media, newsletters, websites, collateral, and direct marketing campaigns.
- Collaborate with writers, designers, digital specialists, and other experts as needed to deliver projects on time and within budget.
- Coordinate with partners for printing, production, and distribution of project work.
- Manage schedules and prioritize requests.

Requirements:

Ideal candidates will have:

- A passion for marketing and communications.
- The highest level of integrity.
- Excellent written and verbal communication skills. Write, edit, and proofread content.
- The ability to solve problems independently and self-motivate.
- Excellent time management skills and astute attention to detail.
- A college degree in Marketing, Advertising, Design, Journalism or related field.
- An eye for design and basic working knowledge of Adobe Creative Suite and WordPress is a plus.
- 3+ years of related experience.

Qualified candidates are invited to submit a cover letter and resume to amy@hellobrightspot.com. While you're at it, tell us: 1) What's your superpower? 2) What's your Enneagram number? 3) What's your greatest accomplishment to date?