

## **1. Marketing Coordinator (Entry-Level)**

- **Job Code:** MKT-001
- **Department:** Marketing
- **FLSA Status:** Non-Exempt
- **Job Summary:** Supports the marketing team in executing campaigns, managing social media channels, and coordinating events.
- **Key Responsibilities:**
  - Assist in the development and implementation of marketing strategies.
  - Manage content calendars for social media platforms.
  - Coordinate logistics for marketing events and trade shows.
- **Qualifications:**
  - Bachelor's degree in Marketing or related field.
  - Strong written and verbal communication skills.
  - Proficiency in Microsoft Office Suite and social media platforms.