

Job Description

Title: Marketing and Business Development Coordinator

Reporting to: Executive Director of Azerbaijan Center

Work Schedule: Monday-Friday - 40 hours per week

Some evenings and weekends may be requested

This role aims to support the director in the development and execution of the Azerbaijan Center's objectives by providing general administrative support including management of office services, coordination of events and input in development of production of PR/Marketing materials. The individual in this role is expected to demonstrate initiative, take ownership of his/her role and accept the need for flexibility in working hours. Some business travel may be required as well. The job content is subject to change as the incumbent demonstrates prevalent strengths in certain areas and the organization develops and matures over time.

Responsibilities

-MARKETING/PR SUPPORT: provide input in the drafting and development of required marketing/PR materials and plans including company letterheads, website (wordpress), press releases, set up and maintenance of contact database and PGS photo/video library, etc.

-EVENTS SUPPORT: planning, coordination, travel, visa, hotel, catering and other arrangements for all events organized by Azerbaijan Center.

-GENERAL ASSISTANCE: maintain contact lists, pictures library, produce professional communication materials and correspondence as required, including event programs and itineraries, email correspondence, etc.

-OFFICE ADMIN SUPPORT: coordination of efficient administration of all office services including procurement and inventory control of office materials and supplies, office cleaning services, landscaping, security services, mail/fedex services, petty cash management and bookkeeping responsibilities, catering services, printing services, etc.

Qualifications

Bachelor's degree in Marketing, Communications, Business Administration or other related fields. Minimum 3 years of relevant experience.

Competencies: Communication Skills, Initiative, Problem Solving, Multi-Tasking, Creative Skills, Marketing/PR (good knowledge of social media platforms), and basic Bookkeeping skills/experience preferred.

Computer Skills:

- Microsoft Office Suite proficiency
- Familiar with Constant Contact
- Good knowledge of Wordpress
- HTML is a plus
- Good knowledge of Google Analytics is a plus

Strong (English) writing skills.

Some knowledge about Azeri culture and Azeri language skills preferred.