

JOB ANNOUNCEMENT

Posting Date: 06/23/2021**Position:** Marketing Coordinator**Job Level:** 23**Supervisor:** Manager, Integrated Marketing
Communications**Classification:** Nonexempt**Location:** Nashville, Tenn.

Job Summary:

Provides administrative and staff support associated with marketing along with a variety of specialized tasks related to marketing and sales.

Primary Job Responsibilities:

- Coordinates the development, production, and distribution of promotional and collateral materials to support marketing and communications. Maintains relationships with print vendors, advertising specialty companies, and other vendors. Ensures brand compliance where required.
- Coordinates with sports, event, and charitable partners to ensure fulfillment of all sponsored program assets, including, but not limited to interview scheduling, overseeing ad development and submission, logo usage approvals, and managing all deadlines. Coordinator ensures invoices received in a timely manner and recorded against budget.
- Assist with employee communications, including daily monitor updates.
- Researches information needed for materials development. Assists with basic document development including, but not exclusive of, Word docs, Excel spreadsheets, and PowerPoint presentations.
- Assigns form numbers for all materials and maintains catalog of all published materials. Assists with the compilation of materials for regular audits.
- Provides administrative support services to the department.
- Maintains promotional item inventory for Marketing and Sales Departments.
- Responsible for answering business phone line calls queued to operator.
- Opens and prints/forwards electronic faxes as appropriate.

Minimum Qualifications:

Position requires a bachelor's degree in communications, journalism, marketing or a related field. Office experience preferred. Will accept any suitable combination of education, training and experience.

Position requires advanced written, oral, and interpersonal communication skills; proficiency with Microsoft Office programs, including Word, Excel, and PowerPoint; experience with Adobe Creative Suite, including InDesign, Photoshop, and Illustrator; experience with dental office or insurance industry is preferred.

Disclaimer

This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific

duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.

To Apply:

Complete the [Delta Dental of Tennessee Employment Application](#).

We also ask that you complete and submit the Self-identification Forms for [Gender](#) and [Disability](#). We request this information because we do business with the federal government which requests this data. Completing these forms is voluntary, and any answers given will be kept private and will not be used during the hiring process or used against you in any way.

Submit the application and the Self-identification Gender and Disability forms by:

Fax to: (615) 244-8108

Mail to:

Delta Dental of Tennessee
Human Resources
240 Venture Circle
Nashville, TN 37228

Delta Dental of Tennessee is an Equal Opportunity Employer.

[Read our complete EEO Policy](#)