



Part-time Marketing Coordinator Position

Hours: Approx 20 per week

Pay: Based on experience

Start time: ASAP

Existing Responsibilities:

- Manage existing marketing workload and projects pertaining to co-op funds, events co-ordination, e-mail contact through Salesforce.com, ROI reports to vendors
- Continue brand awareness campaign.
- Keep Sales Force updated for marketing (mailing lists, who registered, who attended)
- Assist with planning & executions of company event (golf events, holiday dinner, orders for customer giveaways)
- Write & send out Press Releases.

New projects to include:

- Assist in collateral design for case studies, customer testimonials, website and brochure updates. Analyze social networking and its role in current business marketing, to include facebook, corporate blog and any other pertinent social medium.
- Look for new way to promote Advistor, Inc.

This position will report directly to Nancy Middleton-VP and co-owner at Advistor, Inc.

Send e-mail and resume to aernst@advistor.com