

Project Coordinator  
Mission, KS  
May, 2011

Our client has helped America's top companies (Fortune 500 clients), PR and marketing firms, commodity boards and associations reach millions of consumers by generating editorial placement of their brand messages. Family Features shapes their client's content into print, online and video formats, and generates placement in hundreds of print and online outlets, and consumer channels nationwide.

### **Position Summary**

This newly created position reports to the Creative Services Manager and is responsible for client relations and project management in a deadline oriented environment. The primary focus of this position is to make sure that projects move along seamlessly through the work process from start to completion by creating and maintaining work schedules to track and prioritize responsibilities between various employees.

### **Major accountabilities will include:**

- Development and coordination of creative (copy/photos) input, scheduling and production oversight of client projects as assigned.
- Direct liaison between Client(s), staff and Account Managers through all of content production for assigned projects.
- Define all timelines and set realistic expectations based on job and production needs as well as business needs while working closely with the in-house art directors and writers and external resources to ensure timely deliverables.

### **Successful candidates will bring:**

- Demonstrated success (2-4 years experience) in the role of a project manager within an organization of comparable size and scope, preferably in a high volume trafficking atmosphere.
- Good working knowledge of PR, advertising, marketing, publishing, media and online industries and tactics.
- This position demands outstanding organizational and time management talents; as well as excellent written, verbal, communication and interpersonal skills.
- Ability to prioritize multi-task, work proactively and provide a high level of customer service, even under pressure.

- Good working knowledge of print and online design, and graphic fundamentals with MS Office Suite, including PowerPoint.
- Bachelor's degree in Marketing, Communications, Journalism, PR, Advertising, Business or related field is required.

We appreciate your suggestions or referrals to professionals who may have an interest in this outstanding opportunity.

Please direct all inquires to:

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