

JOIN OUR TEAM!



POSITION: Marketing Project Coordinator

Details: Full-time, Remote Position

This entry-level role is your ticket to the world of strategic marketing and high-impact projects, designed specifically for trailblazing credit unions, banks, and financial brands!

About the Role:

The Marketing Project Coordinator is the springboard position that supports the Client Success Manager and project teams, providing you with the foundational experience needed to evolve into a Client Success Specialist or Project Manager. The ideal candidate will possess a basic understanding of general project and deadline management, administrative organization, and delegation skills, have a general understanding of marketing and advertising communication channels, plus a burning desire to contribute as part of a fast-paced project and design team. This is an entry-level position with ample room for advancement.

Job Responsibilities:

- Be the supportive backbone for day-to-day client engagements
- Coordinate with our savvy team to facilitate planning and creativity
- Capture client needs with precision and articulate them to your teammates
- Communicate client visions seamlessly to our graphic designers
- Keep our project management team on track, ensuring deadlines are hit with finesse
- Communicate with partners to meet client project requirements
- Work in concert with all departments to fulfill client objectives
- Stay on the pulse of client projects, stepping in when managers are away
- Lead weekly client calls, maintain project momentum, and deliver crisp updates

Preferred Skills:

- A holder of confidence and professionalism
- A multitasking maestro in fast-paced settings
- A wizard of organization and time management
- An independent spirit who thrives in a team of diverse talent
- Adept in Microsoft Office and ready to embrace project management tools and software

What Makes You Stand Out:

- Your self-starting, go-getter spirit is infectious
- Marketing, sales, project management or organization background
- Experience in the administrative or financial industry, especially credit unions, is a plus.

Fully remote, you'll join a self-accountable team that's driven, dedicated, and delivery-focused. We're all about transforming project blueprints into actionable, vibrant, result-yielding realities.