

Project Manager/Marketing Associate

Job Description

Position Overview

Cohesive Creative and Code is looking for a proactive, full-time **Project Manager/Marketing Associate** to join our growing team. The ideal candidate will have experience working in marketing, be a self-starter and able to multi-task in a fast-paced environment. Working with on both interactive and marketing projects, this position will interact with both internal and external teams and clients to keep projects on track and moving forward as well as contribute to content development.

We will consider varying levels of experience. The team member's fit within our group is more important than an exact match to the qualifications listed below, but they will still need to meet many of them. This position will need to wear multiple hats and go with the flow.

Responsibilities

- Ability to communicate with internal/external teams, clients and vendors regarding project deliverables and details. Many client and firm communications are remote, so experience managing teams and relationships via e-communication and telephone is key.
- Create and manage project plans and schedules
- Manage multiple, simultaneous project schedules working under direction of cross-functional team members that may include internal and external resources
- Create, track and manage estimates and budgets
- Oversee print production management and vendor coordination
- Research media outlet opportunities working with advertising reps and editorial staff
- Must have ability to lead individuals who are not direct reports
- Must be able to work in teams and on your own
- Write, edit and proof content on a variety of projects and plans, as assigned
- Other duties as assigned

Desired Skills & Experience

Qualifications

- Experience managing projects and working with deadlines
- Experience working with printers, specialty companies and production companies
- Ability to think creatively & bring innovative solutions to marketing challenges
- Exceptional communication, organizational and writing skills
- Ability to multi-task in a deadline driven environment. Same day turnarounds frequently required and priorities change quickly
- Ability to work independently and in a group setting
- Ambitious, easy to work with, have a good sense of humor, and positive attitude
- Familiarity with marketing tactics, creative development and internet technology
- Flexibility to figure things out while processes are being defined

Ideal Education & Experience

- 2+ years in marketing, project management and/or account management
- Agency or internal marketing department experience a plus, but not required
- BA/BS in marketing, communication, journalism, or business preferred, but not required
- Experience with Adobe Creative Suite – particularly InDesign a plus, but not required

Company Description

Cohesive Creative and Code is an interactive and design studio that focuses on igniting creative passion with technology. We help clients of all sizes get more out of their marketing dollars by using the right approach, the first time. Our background in advertising agencies has helped us see that many clients don't always need full-service agencies — they need access to highly skilled professionals. That's what we provide, whether in-house or combining our expertise with other partners, to achieve great results for our clients.

We provide a wide range of services to our active client base including web design and development; Facebook applications; iPhone applications; branding; marketing consulting and graphic design among others. We work in project-based, preferred-vendor and agency-of-record scenarios for our clients.

To inquire about this position or apply:

Please send resume and references to: Mike Tyer at mike@cohesive.cc or 100 Eddystone Drive, Hudson, Iowa 50643. No phone calls please.