

**Job Title:** Marketing Coordinator  
**FLSA:** Non-exempt  
**Reports To:** Director of Marketing and Sales  
**Retirement:** Eligible for enrollment on the first day of hire.

**Department:** 7111  
**Status:** Full-Time  
**Pay Grade:** 9

**SUMMARY:**

The Marketing Coordinator is responsible for the successful creation, execution, and coordination of department communication and functions. Develops and implements marketing-related strategies and events. Coordinate and develop marketing plans, business plans, sales strategies, and action plans for identified targets of opportunity for S&K Gaming, LLC.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides excellent internal and external guest services, all guests with courtesy and consideration at all times.
- Deployment and coordination of property contests including ordering, selection of materials, setup, décor, and selection of prize-winners.
- Management and maintenance of promotional materials such as décor, promotional merchandising, and other promotional tools.
- Working with property staff to set up events, administer promotions, issue prizes, and ensure proper procedures or rules are followed to ensure the highest level of quality experience for our guests.
- Management of property social media accounts and property website as designated by the Director of Marketing and Sales.
- Includes coordination with the company digital team.
- Provide direction to vendors and creative divisions as authorized by the Director of Marketing and Sales
- Maintain an awareness of ideas such as search engine optimization, a way of designing websites to increase the website’s ranking on search engines.
- Responsible for booking and managing property entertainment acts and events.
- Setup and deploy promotions accurately and promptly, effective communication with all stakeholders.
- Creates and maintains an ongoing schedule of events calendar for both internal and external tracking purposes.
- Handle routine customer complaints and incidents and exhibit the appropriate discretion to define situations requiring the attention of supervisory personnel.
- Seek to resolve all situations in a manner that maintains positive guest relationships.
- Must be able to work a flexible schedule as required by business operations, including nights, weekends, and holidays; shifts may change based on business needs.
- Responsible for inventory control of all documents and supplies used by department personnel.
- Other duties may be assigned.

**SUPERVISION EXERCISED:**

- None

**EDUCATION and/or EXPERIENCE:**

- Associates degree in Business, Marketing, or related field; OR equivalent combination of education and experience may be considered in lieu of degree.
- One (1) year of marketing-related experience, preferred.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Proficient computer skills in Microsoft Word and Excel.
- Ability to write routine reports and correspondence.
- Excellent verbal and written communication skills.
- Ability to perform multiple duties under frequent time pressure.
- Regular attendance and punctuality as scheduled is required.
- Strict confidentiality
- Follow written and verbal instructions.
- Establish and maintain positive relationships with managerial staff, co-workers, guests, and the public.
- Positive attitude, professional manner, and appearance in all situations.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- The employee is regularly required to sit; use hands to handle or feel; reach with hands and arms and talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment varies from light to moderate.
- Ability to work flexible hours/shifts including nights, weekends and holidays required and fill in for any bar position.

**CERTIFICATES, LICENSES & REGULATIONS:**

- Title 31 Bank Secrecy Act (Anti-Money Laundering)
- Must complete fingerprint process.
- Required to watch Customer Service video annually.
- Required to watch Sexual Harassment video annually
- Required to obtain and maintain a gaming license from the CSKT Tribal Gaming Commission annually
- Must possess a valid driver's license and be insurable under the company insurance.
- Will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing.
- It is always the responsibility of the employee to always have all documents current and valid.

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements. By signing this document, I certify that I meet all the physical requirements for this job without limitations.

\_\_\_\_\_  
Employee Print & Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative

\_\_\_\_\_  
Date