

POSITION: Marketing Program and Event Specialist

SALARY: \$59,256.00 - \$90,805.00 Annually

OPENING DATE: 08/10/17

CLOSING DATE: 08/18/17 05:00 PM

GENERAL INFORMATION:

Do you like to juggle lots of balls in the air at the same time? Are you an overachiever with a flair for creativity? Do you like it when coworkers comment on how organized you are? If so, then you'll fit in just fine with our design and content generation teams. The Port offers an exciting and dynamic opportunity to lead the coordination of the work of these teams. You'll get to be a part of the production for creative campaigns, events and consumer engagement programs that fulfill marketing objectives. Using your innovative ideas and strong sense of initiative you'll work cross-functionally with marketing teams and Lines of Business (LOB) to execute against developed strategies, creative briefs, product and program plans that are sure to not only meet, but exceed desired expectations and goals.

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Lead coordination of Port priority events designed to keep stakeholders educated about the Port's activities.
- Assist with employee engagement events hosted within the Port buildings.
- Help develop innovative programs and events that deliver to the Port's mission and business objectives.
- Maintain effective coordination of marketing projects and programs with business clients and among the corporate communications team.
- Monitor and ensure overall quality, timeliness and cost effectiveness of marketing project work.
- Assist the creative and content teams in translating communications, marketing and design objectives into solid end products.
- Participate in client intake and kick-off meetings to identify project specification and scope.
- Communicate and/or address deviations from specification and scope with the team and internal clients as needed.
- Identify prospective vendors with the core competencies to provide the services required for projects.
- Oversee client and vendor relationship management as it pertains to assigned projects. Which include evaluation/analysis of vendor bids, make vendor recommendations, award work, and monitor vendors' service costs and quality to approved budgets.

MINIMUM REQUIREMENTS:

- BA/BS degree in communications or related field.
- 5 plus years of progressive production and marketing project management or event management, or the equivalent combination of education and/or relevant experience.
- Proficient with Microsoft Office products, digital production and design
- Experienced with printing processes including offset, digital, silk screen and large format.
- Advanced knowledge of event management, project tracking, financial reporting and contracting.
- Experience working within marketing teams on event management, marketing program management or project management.
- Adept at expressing ideas clearly in written and oral communication.
- Experienced at developing innovative creative programs and events.
- Advanced mastery of organizing workload and prioritizing tasks to meet changing priorities and deadlines.

SKILLS AND ABILITIES:

- Skilled at working with creative and content teams.
- Ability to think outside the box; brainstorm alone and with other staff and think metaphorically.
- Ability to present ideas to internal and external teams.
- Ability to keep a full-range of graphic and communication projects on track
- Skilled at maintaining and managing communications with clients on the status of projects.
- Ability to work with outside vendors compare and contrast information/pricing and monitor their work to meet Port standards.
- Ability to demonstrate the Port's commitment to valuing differences among individuals and passion for being inclusive.

ADDITIONAL INFORMATION:

- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other highly sensitive positions.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process.

Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that he or she needs an accommodation should contact Human Resources at 503.415.6690