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****FILLED**** Promotions Coordinator

[VIEW FULL DESCRIPTION \(PDF\)](#)

Colorado Public Radio is seeking an experienced marketing professional for the position of Promotions Coordinator. The Promotions Coordinator is the primary author of all marketing communications. Responsible for executing promotions activities in support of Programming and Development, including events, volunteers and other community engagement initiatives.

1. As the writer for all marketing communications, creates content to tell organization's story to internal and external audiences across digital and print channels, including: social media, monthly e-newsletter Airwaves, weekly staff update, advertising, collateral, publications and event materials.
2. Works with Programming and Development to plan, promote and execute events and other promotional initiatives:
 - o Works with partners to detail promotional value and fulfillment
 - o Creates and manages action plan for each event
 - o Manages on-site visibility and presence at events
 - o Manages calendar of promotions activities and identifies opportunities for cross promotion of CPR's news and music services.
3. Primary oversight for on-site and digital contests as part of CPR's community engagement initiatives; ensures legal compliance, quality control and fulfillment.
4. Participates in strategic planning and works with the Marketing Manager and Creative Developer to select and produce all promotional materials, including visibility, signage, contest prizes and giveaways. Manages inventory.
5. Supervises volunteer program as part of community engagement initiatives, including recruitment, training, and management of volunteers and job assignments.
 - o Updates and maintains on-site guidelines for CPR events for all staff and volunteers.
6. Manages schedule and traffic for advertising trade partnerships, including internal and external reporting, and ensuring adherence to trade agreements and deadlines.
7. Primary back-up for day-to-day responsibilities of the Marketing Manager.

Education & Experience Requirements

- College degree and minimum of 2 years professional experience in marketing promotions and event required.
- Excellent writing and communications skills.
- Experience in developing a broad range of content in various media.
- Significant independent judgment and strategic planning abilities required.
- Strong organizational skills; ability to lead and manage multiple projects simultaneously.
- Flexible, team-oriented work style; able to work well with a wide variety of individuals.
- Highly PC literate with demonstrated proficiency in Microsoft Office software products.

Colorado Public Radio's statewide network reaches about 408,000 (Source Nielsen Audio 2013) listeners each week. Be part of a dynamic marketing department and join a growing organization of talented people dedicated to providing the highest standards in news and music.

Application Requirements

Please send a cover letter, resume, three professional references, and samples of work (social media successes, brochures, newsletters, ads etc.) to hr@cpr.org with Promotions Coordinator in the subject line.

Only candidates that submit complete applications will be considered for employment with CPR.

Competitive benefits. No phone calls or drop ins please. Colorado Public Radio is an equal opportunity employer and encourages workplace diversity.

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Bridges Broadcast Center
Social Media Directory

STAFF & HOSTS

MISSION/VISION/VALUES

TIMELINE

FAQS & HELP

EMPLOYMENT OPPORTUNITIES

NEWS CODE OF ETHICS

FEDERAL FUNDING POSITION

FINANCES

BOARD OF DIRECTORS & GOVERNANCE

- Board Members
- Meetings
- Guiding Principles
- Code of Conduct & Ethics
- Diversity Policy
- Executive Committee Charter
- Finance & Audit Committee Charter
- Nominating Committee Charter
- Governance Guidelines

COMMUNITY ADVISORY BOARD

- Membership And Activities
- Board Meetings
- Board Members

PRESS ROOM



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