

## Job Description: Marketing Creative Project Manager

Founded in 1888, the Los Angeles Area Chamber of Commerce represents the interests of business in L.A. County. We're a fast-paced marketing and communications department within the area's largest business organization, with a mission of improving the economic prosperity and quality of life in the L.A. region. Our work revolves around policy advocacy, international trade, leadership development, education and workforce development and business development programs.

### Summary:

We're looking for a detail-oriented Project Manager to join the Los Angeles Area Chamber of Commerce's Marketing team. As a member of the Marketing team, you will delegate and drive projects from concept through completion while ensuring deadlines are met and progress is communicated to stake holders.

We are looking for a strategic high-volume, multi-tasker who understands the creative process to collaboratively work across department to manage our internal marketing and communications projects. This role is a key member of our team and reports to the Vice President, Marketing & Communications.

### Responsibilities:

- Working with the Chamber leadership across each department to create a strategic marketing strategy and mapping out the tasks needed to implement that strategy.
- Ensure internal stakeholders are satisfied with the proposed marketing tactics.
- Create and manage a content calendar and scheduling deadlines.
- Determine marketing timelines and ensure all stakeholders adhere to them.
- Manage and supervise marketing projects from beginning to end in Asana.
- Develop and maintain strong working relationships with external vendors.

### Qualifications:

- ***Experience using Asana project management platform is required***
- Excellent written and communications skills needed and the ability to manage a variety of partners.
- Marketing strategy knowledge is necessary to provide internal clients with effective guidance
- Ability to interact professionally with leadership, internal clients and external vendors.
- Ability to multi-task and work under tight deadlines in fast-paced office environment
- Working knowledge of Microsoft Office Suite and Adobe Creative Suite is preferred
- Excellent proofreading skills; proficient with AP style is preferred
- Desire to take full ownership of assigned projects and can work independently
- Strong interpersonal skills and ability to build collaborative relationships
- Detail-oriented and able to coordinate multiple work streams for on-time project delivery
- Must be able to commute to our Downtown Los Angeles office (2) days per week
- Bachelor's degree in marketing, or related field preferred but ***project management certification is a must***

- 3+ years of project management experience is required
- Strong organization, multi-tasking and time management skills.
- Must be highly detail-oriented and accuracy focused

**Working Conditions/Physical Demands:**

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Los Angeles Area Chamber of Commerce provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

**Benefits include:**

Vacation Time; Sick Time; Medical/Dental/Vision Insurance (fully paid for employee and partially paid for dependents and spouses); Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance (AD&D), 401(k).