



Job Description

Project Coordinator (Redwood City, CA)

Blue Flame, a leading global experiential marketing agency is searching for talented and driven individuals to join their project coordination team. The ideal candidate will be detail oriented, able to multitask, and will strive to keep programs on track with respect to internal and external communication.

Internal Relationships

- Proactively contribute ideas to projects
- Regularly makes recommendations to project lead on how to improve a project
- Work with project/team lead to effectively complete scope of work so that it is top quality but also within the terms of the contract
- Seeks help from project manager or team lead if overall workload exceeds regular work week and work with team to determine solution
- Attend classes or trainings and present summary to staff
- Consistently demonstrate ability to successfully move into problem-solving mode whenever challenges or concerns arise
- Work well with and demonstrate respect for colleagues at all levels and consistently contribute to a positive work environment.

External Relationships

- Attends client status calls, captures key information and compiles for all team members by identifying next steps and responsibilities
- Compiles reports and document for clients and regularly identify opportunities for clients to strengthen their marketing campaigns
- Coordinate event logistics, proactively thinking through all pieces of an event and taking first pass at presenting team lead with best recommended action plan for facilitating a seamless event

Communication and Process

- Craft client documents that, with minimal edits by project lead, can be forwarded to client
- Take notes at planning meetings and develop next steps with project lead
- Actively participate in internal client brainstorming sessions by offering ideas for each project
- Create presentations according to Blue Flame guidelines
- Represent Blue Flame at industry or skill specific meetings or conferences
- Craft program reports that can be included in communications plans
- Create work plans and timelines
- Consistently meet project deadlines as set by team lead
- Other duties as assigned. □

Administrative

- Submit expense reimbursement forms as appropriate
- Submit vacation/leave requests as appropriate □
- Maintain events calendar and update as necessary
- Understand travel booking process to make own travel arrangements or arrangements



for other team members according to Blue Flame policy

Qualifications

- Must have a bachelor's degree and 6-12 months full-time office experience, internship or other relevant experience.
- Preferred 1-3 years experience in experiential marketing industry in an agency setting
- Other qualifications include:
- Knowledge of current events;
- Excellent oral and written communications skills;
- Proven ability to learn on the go, meet deadlines, juggle multiple projects, be resourceful and work independently in a fast-paced office;
- Working knowledge of Google Drive / Docs / Sheets & internet research tools
- Previous experience in experiential and live event marketing, or a related field
- A willingness to travel and work some nights/weekends
- Ability to work from home with internet access and a dedicated workspace
- Position to report to Blue Flame offices in Redwood City, CA a minimum of 3-days a week. Work from home the remaining 2 days each week.