



UPN is currently looking for a **Marketing Event Coordinator** who will be responsible for coordinating tradeshows and events, maintaining promotional materials inventory, maintaining budget databases, preparing reports, and other administrative tasks as assigned. This includes all planning, coordinating, and execution of events in markets across the US. Ideal candidate is dynamic, highly organized, and strategic.

Specific responsibilities include:

- Coordinate all company trade shows including managing portable display and event materials (virtual and in-person)
- Maintain promotional material ordering/inventory/shipping
- Maintain a yearly event calendar
- Coordinate trade shows and event staff
- Oversee displays setup for events/trade shows and breakdown
- Responsible for inventory and displays
- Track and implement execution timeline and expenses per event
- Manage and/or work trade shows/events
- Ensure all trade shows and events are successful from beginning to end
- Assist with the production of marketing materials for events
- Provide daily support to Marketing department in marketing and communication efforts
- Other duties as assigned

Requirements for this position include:

- College Degree in Marketing, Business or related field
- Proficient in Microsoft Office (Excel, Outlook, PowerPoint and Word), as well as Adobe Acrobat
- Strong organizational skills and the desire to support a sales team
- Knowledge of marketing strategies and tactics
- Demonstrated success managing multiple projects with strong attention to detail

Salary commensurate with education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity/Affirmative Action Employer: M/F/D/V

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