



K I S M E T  
M A R K E T I N G

**Reports to:**  
Partners

**Position**  
Full-Time –  
Account Coordinator

**Location**  
Lexington, KY

**EDUCATION /  
EXPERIENCE  
REQUIREMENTS:**

- Bachelor's degree in marketing, communications, journalism, business or related field
- 3+ years of experience

# account coordinator

*Do you have a passion for people, learning and media?*

*Does the strategy and psychology behind marketing get your blood pumping? Want to push past the blah and get your creative hands dirty in a happy, collaborative environment? If organization, communication, planning and general awesomeness are your jam, you may be the perfect addition to our team!*

**Kismet Marketing** is looking for a full-time account coordinator. Candidates must have impeccable attention to detail and a high standard for professionalism. Big ideas and curiosity are encouraged in this fast-paced agency. In addition to a willingness to always learn, the new Kismet team member will:

**RESPONSIBILITIES:**

- Update and manage marketing plans
- Provide reporting on media / marketing campaign analytics and ROI
- Research and analyze clients' services, industry and competitors
- Participate in brainstorming and collaborative sessions with creative team to develop campaign assets
- Assist with media planning and coordinate advertising materials
- Plan, launch and monitor social media and email marketing campaigns
- Interface daily with accounts and creative team to deliver campaign assets
- Support various agency departments with a wide array of tasks

**SKILLS:**

- General knowledge of marketing principles (including traditional and non-traditional strategies)
- Ability to inspect own and team members' work for accuracy
- Commitment to meeting or exceeding deadline expectations
- Ability to write clear, professional and grammatically correct communications
- Superior organizational skills
- Ability and willingness to quickly adapt, as well as recommend and implement new technologies
- Eager to learn with a focus on expanding skillsets and industry knowledge
- Familiarity with social media and email marketing best practices and platforms
- Excellent interpersonal and communication skills

**NOW, TELL US ABOUT YOU!** To apply, please send the following to [jess@kismet-marketing.com](mailto:jess@kismet-marketing.com):

Cover Letter\* | Resume | References (including any connections to Kismet)

***Kismet finds in-person collaboration and work synergy paramount to our culture & genius work. Thus, this is a full-time, in-office position.***