



JOB DESCRIPTION

Job Title: Marketing & Technology Coordinator
Salary: \$31,000
Revision date: 1/11/12

I. PRIMARY FUNCTION

Coordinate and support all aspects of technology as they relate to the operations and marketing efforts of MeetGreen.

II. SCOPE OF WORK

Management, strategic planning and support of all technology used by MeetGreen for operations and marketing. Coordination and support of marketing workflow and process.

Scope of work to include the following:

Technology

- Administration, maintenance & technical support of the MeetGreen Wiki , SharePoint file system, Website, custom software and Sugar CRM and other technologies as needed.
- Coordinate the overall strategy for technology used by MeetGreen as it relates to operations and marketing. This includes hardware, software, web based tools and the infrastructure needed to support it.
- Support and trouble shoot technology that the MeetGreen team uses for communication and productivity and coordinate assistance with outside vendors as necessary.
- Helping with formatting of documents in Word, Excel and PPT. Comfortable with photo editing.
- Written documentation of how hardware and software is used at MeetGreen.
- System audit to include inventory of hardware, software and networks systems and webhosting used by MeetGreen.
- Work with outside service providers and vendors to coordinate technology needs for MeetGreen as a company.
- Prepping laptop computers for event rush times.
- Work with and support the Registration lead as technical liaison for online registration system issues.
- Work with merchant account/processor to troubleshoot merchant account set-up for online registration systems

Marketing: generation, support and execution of marketing ideas and maintenance marketing workflow.

- Maintaining marketing workflow, updating branding, website, documents, graphics as requested.
- Editing and formatting news pieces into standardized templates, prepping for online posts and batch emails, and posted out to Twitter/LinkedIn/Facebook.



- Tracking and reporting social media and marketing efforts
- Contributing sales & marketing ideas and feedback on a regular basis

III. STANDARDS OF PERFORMANCE

- Serve as Marketing & Technology Systems Coordinator for all aspects of technology relating to the daily operations and marketing of MeetGreen.
- Be adaptable to changes in workload.
- Maintain high level of professionalism and provide exceptional customer service both internally and externally.
- Enjoy your work.
- Have a personal commitment to using the Earth's resources wisely.

IV. JOB QUALIFICATIONS

- Expertise in social media, wikis (we use Twiki) and website maintenance and no fear of digging into some code when you have to.
- Well versed in how computers, networks and the internet interface.
- Experience with wikis, online chat, Skype, SharePoint, Linked In, Twitter, Facebook, virtual meetings and blog
- Proficient in Microsoft Office (including Excel, Access, Word, Outlook & Power Point)
- Experience using database software and comfortable with how it works.
- Proficient in graphic editing and formatting
- Understanding of how credit card processing and merchant accounts work with online databases.
- The ability to negotiate and work with sub-contractors, vendors and clients.
- Be able to distill down technical explanations into a format that non-technical people can understand.
- Be comfortable with the concepts of process and workflow as they relate to office operations and their interface with technology.
- Have the ability to work independently/or with a team and be able to supervise others.
- Able to set boundaries.
- Must be willing to travel if needed for events.

THIS POSITION IS FOR YOU IF:

- You are a computer "geek", understand technology and are not afraid of getting into the code once in awhile.
- You steep yourself in social media and get how marketing plays into it
- Love generating ideas, voicing them and then getting to implementing them.
- Enjoy formatting and editing documents and images
- Have been involved the meetings & events industry (a plus but not required)
- Have a passion for the environment, technology and marketing in equal amounts
- Want an amazing opportunity to grow, learn and make a real far reaching impact.

V. HOURS

40 hours per week. This position may include additional hours and weekends as needed.



VI. SALARY AND BENEFITS

Salaried position \$31,000 plus benefits standard with MeetGreen Personnel Policies.

TO APPLY:

- **The job will start in early March 2012.**
- **To apply, please email the following information to jobs@meetgreen.com. No calls please. If you cannot provide any of the items below please include an explanation of why it is not included. Applicants who do not submit all of these items will not be considered. :**
 - 1. A Formal Cover Letter (not in the body of an email) that includes:**
 - a. Why you are interested in the position & MeetGreen
 - b. How your qualifications & experience match our needs
 - c. Your availability
 - 2. A Current Resume**
 - 3. References**