

**JOB VACANCY ANNOUNCEMENT**  
**PROMOTIONS AND EVENT COORDINATOR**

**Job# 73-0341**

**Full-Time, Exempt Position**

Posting Date: 03/15/2022

**Position Description:**

American General Media – Albuquerque, NM Office is looking for an outgoing, fast paced, organized individual with strong leadership skills to fill our opening for a full-time Promotions and Event Coordinator! Ideal candidate would possess the ability to work in a team environment, have strong organizational skills and the ability to manage and schedule promotional personnel. Candidate will be responsible for many aspects of event coordination and must be competent in vendor management. Must have the ability to successfully manage all elements within time limits and on budget. Must be able to work with event sponsors and clients to accurately identify their needs and ensure customer satisfaction.

**Essential Functions:**

- Managing day to day operations of the promotions department
- Managing and tracking station giveaways
- Maintaining station vehicles and record keeping
- Scheduling staff for station events
- Initiating and facilitating client related promotions
- Tracking all promotion inventory
- Ensuring all events are well planned out and smoothly executed
- Work with sales department and Program Directors to come up with promotional opportunities.
- Create sales packages for promotional contests and company events.

**Requirements:**

- 2-4 years promotion/event coordination experience preferred
- 2 years minimum supervisor/management experience required
- Flexible work schedule – need to be able to work on weekends if necessary
- Must have a valid drivers license and be insurable under the company policy
- Excellent Verbal and Written Communication
- Highly organized
- Ability to multitask in a fast past environment
- Must be able to lift a minimum of 40 pounds
- Strong leadership and organizational skills
- Maintain a professional appearance
- Knowledgeable about Microsoft Office software
- Bilingual speaking English/Spanish a plus
- Working knowledge and use of Adobe Photo Shop, Illustrator or the equivalent preferred

**Benefits**

- Medical, Dental & Vision Insurance with company contribution
- Ancillary products available
- Employer paid life insurance
- 401K Plan + Match
- Sick and vacation
- 9 paid holidays per year

Please submit resumes to [agmneeo@gmail.com](mailto:agmneeo@gmail.com) or mail to PO BOX 2700 Bakersfield CA 93303, Attn: HR Department.

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AGM is an EOE