



MARKETING COORDINATOR - DPS

About DRI

DRI is the leading organization of defense attorneys and in-house counsel. Membership in DRI provides access to resources and tools for attorneys who strive to provide high-quality, balanced, and excellent service to their clients and corporations. Inside of DRI, DRI Professional Services, LLC (DPS) is a fast-growing association management company that services the legal, medical, insurance and meeting professionals industries. We have eighteen clients and manage more than 100 events a year. The growth of DPS is due in part to our commitment to team culture and insistence on transparency.

Position Summary

We are seeking a marketing professional to join our in-house association management company. The Marketing Coordinator will be responsible for working closely with staff to manage marketing efforts related to increasing event attendance at seminars, webinars, and virtual events for many of our clients through digital advertising, social media, email, web content, branding guidelines and collateral materials. The Marketing Coordinator reports to the Senior Director of DPS.

Key Duties and Responsibilities

- Manage assigned broadcast email, direct mail, print, advertisement (online, print and social media) and web marketing campaigns from concept to delivery.
- Manage needs for events, both working internally and with outsourced vendors
- Collaborate with DPS team to develop and maintain website content for the various intended audiences
- Contribute to the growth of DPS brand recognition through collaborative efforts with entire DPS team

Marketing Coordinator Requirements and Qualifications

- Bachelor's degree in marketing or related field
- 0-2 years' experience in marketing, with a preference for digital marketing, events, or membership organization experience
- Ability to successfully communicate abstract concepts in a clear and concise manner
- Experience working on a high-energy team is preferred
- Knowledge of Cvent, Hootsuite, Personify, MemberClicks, Your Membership, or Wild Apricot is preferred
- Ability to work independently as a self-starter
- Strong project management skills
- Ability to plan and manage both operations and costs
- Ability to manage multiple projects at one time

Working Conditions

This position works 40 hours per week Monday through Friday in Chicago.

Equal Opportunity Employer

DRI provides equal employment opportunity without regard to race, color, creed, gender and gender identity or

expression, age, mental or physical disability, medical condition, including pregnancy and childbirth, religion, national origin, marital status, sexual orientation, ancestry, genetic information, political belief or activity, veteran or military discharge status, or any other basis protected by local, state or federal law and regulations under Title VII.

The policy applies to all employment practices, including but not limited to recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Benefits

- Life Insurance
- Medical Insurance
 - PPO/HRA, Prescription Drug Program, HMO, and Prescription Drug Copay are available
 - Dental Insurance
 - Vision Insurance
- Short-Term and Long-Term Disability
- Work/Life Balance Program
- Identity Theft Insurance
- Up to 10 vacation days per year, which accrue monthly
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year

To apply, please submit your resume and cover letter to Rachel McGeever, HR Generalist, rmcgeever@dri.org