



Job Title: Promotions Coordinator (FT)  
Job #: SA 2018-21  
Department: Marketing/Promotions  
Reports to: Director of Operations  
Location: San Antonio, TX

### **Promotions Coordinator**

#### **Position Summary**

Univision Local Media in San Antonio is currently seeking a Promotions Coordinator (FT). The successful candidate will have excellent interpersonal skills, bilingual, and have a flexible schedule. Will be responsible for overseeing the setup of promotional items, banners, tables, tents and sound equipment for remotes, special events and station appearances. Interface with clients, listeners and viewers during off site promotional activities. Must be able to collaborate creatively with the Sales & Promotions staff.

#### **Job Responsibilities**

- Oversee the carrying out of station in-field promotions.
- Assist the On-Air Talent and Sales Executives with on-site requests, contests, prizes etc.
- Pick up after event and load equipment and promotional items in vehicle.
- Provide customer service by ascertaining the client needs before any event.
- Follow all station promotions policies and guidelines.
- Conduct on-air announcements in Spanish from remote or appearance locations.
- Drive station vehicles including oversized trucks and vans.
- Maintain vehicle and promotional item appearance at all times.
- Oversee the organization of all promotional remote and station equipment.
- Maintain daily coordination with local sales and promotions team
- Promotions Coordinator will assist Director of Sales and Creative Services with the execution and coordination of core company events
- Enter and follow thru with V-Promotions and VPPO orders
- Assist Director of Promotional Sales & Marketing with planning and execution of weekly client remotes, special events and station initiatives.
- Work with sales account executives to manage weekly client activations.
- Assist in staff scheduling.
- Attend weekly radio remote meetings

#### **Required Skills & Experience**

- Must be highly motivated, assertive, creative, and proactive.
- Must have excellent interpersonal/customer service skills.
- Must be able to lift up to 50-70lbs.
- Must have a valid Texas driver's license and a clean driving record.
- Must be able to work flexible shifts including nights, weekends and holidays.
- Proficient with MS Word, Excel, and Outlook
- Ability to communicate effectively in Spanish (read, write, speak)

#### **Desired Skills & Experience**

- Bachelor's degree in related field preferred
- Previous experience in similar position.
- Knowledge of digital social media

Please apply to: [https://univision.csod.com/ats/careersite/JobDetails.aspx?id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/JobDetails.aspx?id=$$$$)

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