



Consolidated Business Services (CBS) has a full-time opening for a **Marketing Coordinator** working in Canby, OR.

Join us! As our rural telecom partnerships continue to grow, and as we continue to expand our client base, we're adding talent to our thriving, high-performing team to support our growth. We pride ourselves on an employee-focused culture that develops skills, advances careers, and encourages fresh perspectives and new ideas that fuel our success and best support our partners.

Consolidated Business Services (CBS) provides professional resources focused on supporting rural broadband and telephone service providers, while also extending our expertise into complementary markets. Our goal is to develop partnerships and create efficiencies by providing services that help today's typical small telecom maximize its potential, while supporting growth across adjacent and emerging markets.

The Marketing Coordinator owns the planning and execution of company and partner events, sponsorships, donations, and community engagement initiatives while supporting broader marketing campaigns and departmental projects. This role coordinates marketing activities, social media support, reporting, promotional efforts, and event logistics while collaborating with the marketing and cross-functional teams to strengthen company and partner brands.

JOB DUTIES AND RESPONSIBILITIES:

- Lead the planning, coordination, execution, and post-event evaluation of company and partner events, trade shows, community activities, sponsorships, donations, and other marketing initiatives.
- Manage event logistics, budgets, vendor coordination, promotional materials, staffing support, event setup/breakdown, and post-event follow-up to ensure successful execution.
- Lead the administration of company and partner sponsorship and donation programs, including planning, request coordination, approvals, fulfillment, recognition, tracking, and reporting.
- Support the execution of marketing campaigns by coordinating timelines, deliverables, marketing materials, and project activities.
- Assist with the development of content for social media, newsletters, member communications, presentations, and other marketing materials.
- Coordinate social media publishing, monitor engagement, community interaction, and provide regular social media reporting.
- Coordinate promotional merchandise, marketing inventory, event materials, branded collateral, print production and vendor orders.
- Support marketing reporting by collecting, organizing, and preparing performance metrics for social media, email marketing, website activity, events, sponsorships, and other marketing initiatives, as assigned.
- Copywriting for marketing collateral, newsletters, member communications, advertising campaigns, and user training materials.
- Work collaboratively with Marketing Manager and marketing team, as well as cross functional teams to develop and implement department and company initiatives and projects.
- Assist with the creation and implementation of the annual marketing plan, including development of strategies, goals, advertising campaigns, and other promotional activities.
- Performs other job duties and responsibilities as required to fulfill job functions or as assigned.



JOB REQUIREMENTS:

- The ideal candidate will have 1-3 years of progressively responsible work in marketing, communications, event management, or a related field.
- Understanding marketing principles, branding, event management, community engagement, marketing communications, copywriting, digital marketing fundamentals, and social media best practices.
- Strong event planning and coordination skills, including organizing company and partner events, sponsorships, community activities, and promotional initiatives.
- Excellent written, editing, verbal, and interpersonal communication skills, including developing and managing content for social media, newsletters, member communications, advertising, and other marketing materials.
- Proficient in Microsoft Office with working knowledge of Adobe Creative Cloud and Canva or similar creative tools.

Be a Part of Our Team! Our greatest asset is our people and we continue to cultivate an environment that retains valuable individuals who want to grow with us. Does this sound like your kind of place? If you are a qualified candidate, share our values and would like to join the CBS team, please submit your resume by email to jobs@cbsoregon.com. For more information about us, please visit <http://cbsoregon.com/>

We are a drug-free company. Applicants must possess a valid driver's license with a good driving record and have the ability to be insured under the company policy.