

## POSITION: PROJECT COORDINATOR

### COMPANY DESCRIPTION

David Nalchajian, Inc. is a sponsorship sales and event management firm located in Fresno, CA. We work with fairs, events, tradeshows and music venues in the entertainment and food industries. We value positive, resourceful, self-propelled and forward thinking employees. We are a collaborative group looking to celebrate collective accomplishments while also providing our team meaningful experiences to advance their own professional and personal development. Our company has doubled in size over the past 3 years and expects similar growth within the next 3-5 years, planning to promote from within based upon performance.

### JOB DESCRIPTION

The Project Coordinator (PC) will assist Sales Team and Event Managers with contract execution, fulfillment and project completion. PC will be responsible for providing research and creative support for sales efforts, oversight of contract implementation, as well as helping with on-site event setup, which may include physical labor. The ideal candidate will be comfortable working in an office environment or at events, tackling new projects and learning new skills daily. The Project Coordinator position will be offered a monthly salary between \$2,800 - \$4,000 depending upon experience. Health insurance and a 401k plan available after 1 year of employment.

### RESPONSIBILITIES

- Create and edit copy and graphic content for custom letters, presentations and proposals
- Create reports and project summaries as needed
- Manage website content and/or flow of information to Graphics Department
- Under the supervision of the Event Manager, research new projects and develop project strategies
- Monitor competitive advertising and activation sources for new ideas
- Research and report on new technologies and services that might propel business model
- Assist with preparation, execution and fulfillment of sponsorship agreements
- Familiarity with video, graphic and social editing resources
- General clerical/office duties as shared by all: phones, messages, greeting visitors, etc.
- Perform additional duties as assigned by executive staff or company CEO

### DESIRED QUALIFICATIONS

- Minimum of 2 years of relevant experience
- Bachelor's Degree
- Understanding of basic media placement and advertising systems, including social media platforms
- Experience with creative writing, special events and public relations
- Ability to adapt to the environment, to solve practical problems, to deal with a variety of multiple variables in situations
- Proficiency using a CRM application to document sales efforts and client needs
- Strong work ethic and "can-do" attitude. Driven by integrity and desire for professional growth

### REQUIREMENTS

- Proficiency in most Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Access a plus)
- Must be comfortable working in both structured office and less structured on-site environments
- Professional communication skills, both written and verbal; in-person and over the phone
- Valid Driver License and reliable transportation. Travel required throughout San Joaquin Valley; no overnight
- Position includes physical activity; must be able to lift 30 pounds easily
- Some weekends, evenings and holidays

If you meet the requirements and feel you have the qualifications desired, please submit your **résumé with a cover letter** explaining why you have interest in this position to [amanda@nalchajian.com](mailto:amanda@nalchajian.com).