

## **Marketing Coordinator – St. Petersburg, FL**

We are seeking a candidate looking for an exciting opportunity to contribute to the success of Patriot Select Property and Casualty as a Marketing Coordinator. This role is for someone who is motivated, detail-oriented, and driven to help execute marketing initiatives that support our agent partners and internal teams.

The successful candidate will support the Sales and Marketing teams by assisting with day-to-day marketing operations, communications, events, and digital initiatives. Come join us if you want to use your talents to help insure Florida's future!

### **Responsibilities:**

- Assist with the creation, coordination, review, and distribution of agent-facing marketing materials, including emails, flyers, presentations, and reference guides.
- Collaborate on and review the social media content calendar to ensure messaging is timely, compliant, and aligned with company initiatives and brand standards.
- Coordinate logistics for industry events, trade shows, sponsorships, and agent meetings, including registrations, materials, shipping, and post-event follow-up.
- Support Sales and Territory teams with marketing materials, presentations, customized outreach, and agency onboarding materials.
- Monitor shared marketing email inboxes, route requests appropriately, and take action as needed.
- Assist with marketing campaigns, product launches, and agent incentive programs from planning through execution.
- Assist with basic website updates, digital forms, email marketing, and CRM-related activities (Salesforce).
- Maintain and organize marketing templates, collateral, shared folders, and version control to ensure consistency and accessibility.
- Track marketing activities, campaign performance, and event participation for reporting and analysis.
- Coordinate with external vendors and assist with invoice tracking and marketing budget documentation.
- Conduct research, special projects, and provide additional marketing or administrative support as assigned.
- Maintain confidentiality and ensure accuracy, consistency, and compliance across all marketing materials and communications.

### **Requirements:**

- Bachelor's degree in Marketing, Communications, Business, or related field (or equivalent experience).
- 1–3 years of experience in a marketing, communications, or coordination role.

- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- Working knowledge of MS Office, including Excel, Word, PowerPoint, and Outlook.
- Experience in insurance, financial services, or a regulated industry preferred.
- Familiarity with CRM systems, email marketing tools, and basic design platforms (Canva or similar) a plus.

### **Why Join Us?**

- Competitive salary and bonus.
- Health insurance, vision and FSA plans.
- 15 paid time off days, 8 paid holidays.
- Dynamic, creative and value-driven culture.
- Modern and open office space.
- Opportunities for career advancement within a dynamic startup environment.