



Job Description

Job Title: Coordinator, Client Solutions
Reports to: Director, Client Solutions
Location: New York

Summary

The Coordinator will play a key role in providing support for the UP/Aspire Client Solutions Director(s) in the development & execution of linear/digital client solutions and ensuring sponsorship elements are coordinated, scheduled and executed properly. We are searching for a personable, detail-oriented coordinator who can effectively communicate and maintain schedules and reports with clients and UP/Aspire team members in order to successfully facilitate our client solutions partnership.

Essential Duties and Responsibilities

- Work with Director(s) to support development and implementation of multi-platform client solutions that align with key initiatives and network priorities to promote UP, Aspire and our advertisers. Take lead on assigned client solution proposal requests.
- Assist in development of category decks and sponsorship packages, aligned with sales development strategy.
- Assist Director(s) on day-to-day activities including the RFP process; scheduling and attending brainstorming meetings, developing client proposals, and executing all integrated multi-platform client solutions for UP and ASPIRE.
- Oversee the UP & Aspire Sponsorship Grids; requesting client assets, completing PSR forms and communicating with Traffic, Marketing, Digital, Creative and Sales Departments to ensure all sponsorship elements are produced, scheduled, executed and approved appropriately.
- Maintain a variety of reports and coordinate conference calls with internal and external clients.
- Update Custom Show with UP & Aspire programming one sheets, ad sales presentations, videos and photos/key art to ensure the National Ad Sales team is updated.
- Assist the Director(s) in storing and distributing premiums to National Ad Sales team.
- Coordinate the updates for the B2B websites and Eblasts including tracking reports.
- Coordinate upfront and client events and support Director(s) to ensure event is flawless.
- Support the SVP and Director(s) with travel, expense reports, invoices/budget tracking and administrative requests as needed.

Education/Experience

Bachelor's degree in Marketing from a four-year college or university preferred; minimum 2-3 years of cable industry experience (preferably in Digital/Social); Ability to prioritize and manage multiple tasks; Proficient with project management; possess excellent interpersonal, written and presentation skills.



We Get Family

Computer Skills

To perform this job successfully, an individual must have a thorough knowledge of Microsoft Office Suite including Word, PowerPoint and Excel. Knowledge of Custom Show a plus.

Certificates and Licenses

No certifications needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Work Environment

The noise level in the work environment is usually moderate.

APPLICATION PROCESS

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-uptv/jobs/3857-coordinator-client-solutions>.