



## POSITION DESCRIPTION

**Position:** Coordinator, Client Solutions  
**Department:** Ad Sales/Client Solutions  
**Reports to:** Directors, Client Solutions  
**Status:** Exempt  
**Supervises:** N/A

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**Primary Job Function:** The Coordinator will play a key role in providing support for the UP/Aspire Client Solutions Directors 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.

## RESPONSIBILITIES

- Work with Directors 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 Directors 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 Directors 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 Directors to ensure event is flawless
- Support the SVP and Directors with travel, expense reports, invoices/budget tracking and administrative requests as needed

## DESIRED SKILLS & KNOWLEDGE

- Bachelor's Degree required (Marketing preferred)
- Minimum 2-3 years of industry experience (Digital/Social Preferred)
- Excellent oral, written and presentation skills
- Must be proficient in Microsoft Office Suite (PowerPoint, Microsoft Word and Excel)
- Solid project, time-management and multi-tasking skills
- Exceptional interpersonal skills and a team player
- Comfortable interacting with executive personnel and clients
- Flexibility to work with high volume of diverse projects, often under tight timelines



**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

### **Application Process**

To apply, submit your resume to Human Resources: <https://app.trinethire.com/companies/183-up-tv-aspire-tv/jobs/13947-coordinator-client-solutions>

For information on our company, visit [www.uptv.com](http://www.uptv.com)