



MARKETING COORDINATOR

Leverage Global Partners is a technology- and service-based company that aligns the most prestigious independent real estate brokerage firms around the world. Leverage members cover areas from London to Mykonos, NYC to Chicago, Miami to San Francisco, and beyond.

Our Creative Services division, exclusively available to members, offers unparalleled marketing support with a team of top print and digital designers, writers, web developers, and social media experts who specialize in luxury real estate marketing.

Our team is growing and we are looking to add an enthusiastic and talented Marketing Coordinator in our Santa Monica, CA office to support our membership services and creative services. The Marketing Coordinator plays a key role in driving and implementing digital marketing strategies, as well as supporting our clients and our internal team members.

As a Marketing Coordinator, you will:

1. Manage content on the Leverage website
2. Manage Leverage social media channels, in coordination with other team members
3. Create content; manage content strategy & content marketing efforts
4. Design email campaigns & update print templates
5. Oversee the Leverage referral program to provide timely response to member referrals
6. Conduct market research of domestic and international real estate firms to support the referral service
7. Provide assistance to support client service and sales efforts
8. Liaise with web developer to resolve issues and to build/enhance Leverage platform
9. Answer main phone line; maintain detailed records, files, and tracking systems
10. Assist with coordinating events including our Annual Retreat
11. Assist management with other projects and tasks, as needed

Required Skills

- 2 years experience in a role focused on social/digital marketing and client service
- BA in Business, Communications, Marketing or related field
- Expertise of social media channels, strategies and tactics
- Proficiency with Adobe Photoshop and InDesign
- Skill and desire to handle a busy desk with ability to move multiple projects forward
- Proficient with Microsoft Excel, Gmail, CRM systems (knowledge of Salesforce a plus)
- Excellent communication skills, both written and verbal

- Highly organized, takes ownership and accountability in his/her work, and eager to learn
- Is a self-starter who can take direction and implement strategies with meticulous attention to detail
- Takes pride in producing excellent results and contributing in a team environment

To apply, please send your cover letter and resume to annalisa.povlock@leveragere.com.

Visit our website at LeverageRE.com to learn more.