

Parker Technology, a VC backed, tech-led services company is looking to grow its marketing team by adding an Events + Community Manager. This individual will drive innovation, organization and creativity into the largest revenue-generating marketing outlet: trade shows. They will also help to cultivate and grow the client-base by amplifying the voices of brand champions, developing thought leadership channels and reiterating value through client appreciation initiatives. This position will report directly to the VP of Marketing.

## What You Will Do

- Manage all logistics and coordination for approximately 15 trade shows each calendar year
- Create event campaigns in Salesforce by adding and importing trade show attendee lists
- Conduct interviews with clients and spin their stories into case studies and shareable content
- Order promo items, client gifts, internal apparel, literature, business cards, etc.
- Collaborate with Content Marketing Manager on content (blog posts, sales collateral, etc.)
- Coordinate all aspects of the company podcast (e.g. communication, writing, gifting, etc.)
- Develop a webinar schedule and coordinate with others to promote and conduct seminars
- Write relevant and timely press releases and distribute them to industry publications

## Soft Skills

- Superior organizational, communication, and problem-solving skills
- Ability to multi-task and prioritize tasks effectively
- Team player with a positive attitude
- Self-motivated with the ability to work independently
- Highly detail-oriented and results-driven

## Requirements

- Bachelor's Degree in Marketing, Communications or related field
- 2-4 years of experience in event planning, marketing and/or public relations
- Excellent written and verbal communication skills
- Self-starter, able to contribute to company objectives with limited supervision

## Culture Fit

We believe strongly in hiring individuals that align with our core values:

- Honesty + Integrity
- Goes Above + Beyond
- Excellence in Communication
- Critical Thinking
- Noble Intent
- Servant's Heart

## Apply Today

*If you are motivated and results-driven, and enjoy working in a team environment, we'd like to meet you. Send your resume to [marketing@parkertechnology.com](mailto:marketing@parkertechnology.com) or fill out a form at [parkertechnology.com/contact-us](https://parkertechnology.com/contact-us).*