

Job: Marketing Coordinator

Department: Client Strategy

Vonazon is a fast-growing digital sales and marketing agency headquartered in Ventura, CA. We were officially founded in 2005 when our CEO Kevin England left the IT industry and used his decades worth of experience to pursue digital marketing. Now, we're a full-service agency with a HubSpot Elite partnership ranking and clients from all over the world!

At Vonazon, we understand that marketing is not a one-size-fits all approach. We value long-term client relationships and take the time to understand unique business objectives. Curating custom marketing strategies that embody originality, collaboration, technology, and today's latest marketing platforms is our specialty.

We are TEAM focused! We prioritize an inclusive workplace environment and pride ourselves on being effective cross-team communicators. We believe in building teams of diverse professionals that are passionate marketers, creative designers, forward thinkers, project managers, and technological pioneers. We value the unique stories our employees bring to the table and showcase our gratitude through several employee initiatives such as unlimited paid PTO gifted on your one-year anniversary, a hybrid work schedule, teambuilding activities, and frequent charitable ventures.

Our Values - Diversity – Innovation – Teamwork – Quality – Passion

At Vonazon, our core values fuel all that we do. Having a diverse team encourages multiple perspectives, innovation places us at the forefront of marketing technology which allows us to offer the latest and greatest in marketing to our clients, teamwork ensures that projects are completed with collaborative efficiency, and quality ensures that our clients receive noteworthy content that elevates their entire public persona. Last but certainly not least, marketing without passion is lackluster. Passion is the very root of our organization, and it's the secret ingredient to our company's success. We love what we do, and we love to show it!

If you have an appetite for continuous learning, can adapt to fast-paced work environments, have a passion for digital sales and marketing, embody creativity, and prioritize inclusivity, then we want to hear from you! Please continue reading about this role for a more descriptive breakdown.

The Role -

Our Marketing Coordinators/Project Managers help execute strategies with strong organizational habits, communication skills and cross-functional collaboration. In this role you are part of the success of each strategy because you oversee projects, ensure the projects stay moving, and completed on time.

What you will do -

- Attend strategic meetings and take detailed notes
- Manage and delegate tasks to cross-functional teams using our project management utility



- Work with and follow up with team to ensure project, and tasks are meeting deadlines
- Provide management and strategy team with updates
- Support Project Manager with data entry, process development & email communications

What we are looking for -

- Good time management, prioritization and multitasking abilities
- Excellent interpersonal skills to build strong relationships with colleague
- Effective communication, including speaking, writing and active listening
- Able to give and receive feedback and constructive criticism
- Strong Leadership skills
- Comfortable in high-pressure environment

Vonazon PERKS –

- Unlimited PTO gifted on one year anniversary!
- Paid Holiday's
- Pet Friendly Office
- Breakfast Monday's
- Hybrid remote/office schedule
- Team bonding events
- Participants of the Ventura Corporate Games and winner of the 2019 Unity Award
- Awesome office location, close to beach and shopping
- Coffee, tea and all-day snacks

On top of that, we offer health, dental and vision benefits. Plus, a retirement savings plan.

Vonazon is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable

Job Type: Full-time