



Since c.1773

The Red Lion Inn

30 Main Street

Stockbridge, MA 01262

JOB OPENING: Marketing Coordinator

The Marketing Coordinator is responsible for providing key administrative support for the Marketing Department in all internal and external communications, marketing and public relations activities for The Red Lion Inn, The Porches Inn, Elm Street Market and future entities as needed.

- Internal communications include participating in meetings and disseminating information on a timely basis to appropriate staff concerning current and future promotions.
- External communications include drafting and issuing press releases, maintaining company websites, and communicating on a regular basis with any outside vendors, agencies and clients to promote The Red Lion Inn, The Porches Inn, Elm Street Market and future entities.
- Initiate e-commerce promotions including email blasts. Maintain records of various promotions and tracking the success of each.
- Maintain adequate supplies of all collateral for various departments, and assisting in production of all collateral materials.
- Participating in the creation of weekly e-blast, including management of web-based delivery platform
- General administrative support
- Other duties as assigned

Qualification Standards

Education & Experience:

- At least 2 years progressive experience in a related field; or a 4-year college degree and at least two years of related experience.
- Comfort level working with basic office equipment, Windows, Internet, proficiency on a MAC and in Creative Suite desired.
- Must have a valid driver's license for the applicable state and reliable transportation.
- Strong proofreading skills.
- Good organizational skills; facility with managing multiple projects simultaneously.
- Comfort in a deadline-driven environment.

Please email a resume and two writing samples to [Human Resources](#) or call Anne Curtin Nardi, Director of Human Resources, at 413.298.1677 for more information.