



## **Marketing Coordinator (PRMS)**

We have the following job opportunity in our **Arlington, VA** office:

### **Description**

The Marketing and Events Coordinator will be part of the Professional Risk Management Services (PRMS) team, which provides medical malpractice insurance to psychiatrists for FAIRCO. Both PRMS and FAIRCO are subsidiaries of TransRe. The Marketing and Events Coordinator will be responsible for supporting the planning, execution, and management of 150+ events internally and externally. The Marketing and Events Coordinator will also support Marketing efforts, with respect to, sponsorships, advertising, website maintenance, and digital marketing. Responsibilities include, but are not limited to:

- Maintaining the events and exhibits calendar by monitoring current deadlines to meet exhibit requirements, and tracing guest lists & ticketed registrations
- Coordination of Events
  - Overseeing event logistics including budget, staffing coordination and attendee registrations
  - Managing inventory of event materials and shipping/receiving of rentals
  - Researching & securing various venues, virtual platforms, and vendors
  - Maintaining the online exhibit management system (ExhibitForce), communicating event instructions to staff, collecting event shipping lists from staff, and gathering post-event feedback for event recaps and analysis
  - Managing event shipments and mailings for event materials & marketing collateral mailings
- Overseeing the annual events budget and establishing budgets for specific events
- Processing payments and reconciling all event and sponsorship payments to ensure PRMS receives agreed benefits
- Managing event vendors and partners within PRMS finance and vendor management systems
- Developing relationships with external partners and industry leaders by representing PRMS at events nationwide and providing high level of customer service to internal & external customers
- Managing ordering, shipping, and replenishment of event materials and promotional giveaways
- Actively recommending new, creative, and innovative event strategies to increase efficiency, streamline processes, and increase visibility for PRMS
- Analyzing and assessing event benefits regularly – negotiate different benefit structures as appropriate.
- Supporting marketing department sponsorships and collaborating with team members to assess contracts and meet the requirements of each sponsorship agreement
- Supporting graphic design elements to develop event and brand collateral while maintaining PRMS brand standards

### **Requirements**

- Minimum two years of marketing and event planning experience
- Strong organizational and detail-oriented skills
- Experience working with budgets of \$100K+
- Strong communication skills with an aptitude for public speaking
- Zoom or other virtual event platform experience recommended
- Ability to lift heavy items (up to 30 lbs.) necessary
- Knowledge of insurance or healthcare field not required, but a plus.

Work schedule will be hybrid with 4 days in office and 1 day remote

*Interested in applying for this role? Please visit our [Careers Page](#) to apply!*