

Campaign Coordinator

By Gordon D. Venturella

Job Description

1. Mail reminders for meetings
2. Reserve meeting rooms
3. Arrange for refreshments, a/v, and appropriate seating.
4. Copy training materials and distribute for meetings.
5. Manage recruitment lists
6. Maintain mailing list
7. Prepare leadership notebooks
8. Insure all campaign materials are mailed on time.
9. Phone follow-up when necessary
10. Primary communication liaison with consultant/staff/campaign leadership