

The Southern Baptist Theological Seminary

Position Description

Position Title: Traffic Coordinator

Department: Communications

Position Code: E0447

Date Prepared: 1/3/11

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The person in this position coordinates scheduling and processing of project requests such as advertising, print pieces, video projects, etc. Oversees the efficient flow of all collateral and work from account services to creative and production departments. Duties include monitoring workloads, creating project schedules, maintaining job files, tracking and monitoring progress, maintaining workflow records, routing projects for approval and conducting traffic meetings. Should be adept at using software applications such as InDesign, Illustrator, Photoshop, Bridge and Acrobat.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Task creation and assignment
- Project scheduling and re-scheduling
- Workflow monitoring
- Copy and design quality filtering
- Quality control
- Day-to-day supplier follow-up during project development
- Scheduling shoots for video production
- Maintaining up-to-date information in project management software
- Generate purchase order requests making sure jobs are not delayed due to any administrative process
- Assist video production teams with pre-planning and logistics

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have preferred education in Advertisement, Marketing, Public Relations, Graphic Design, and/or Administration.

EXPERIENCE:

The person in this position should have the following preferred abilities: strong relational skills, ability for analysis and strategic planning, teamwork skills, organization and structure, time management and prioritizing skills, ability to prepare budgets, ability to work under pressure, and preferred Adobe Suite software knowledge.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Production Coordinator and Vice President for Communications.

WORK ENVIRONMENT:

The person in this position will work in a standard office environment except on the occasions that the video production team may need support on the location of a shoot.

EQUIPMENT:

The person in this position will use the following equipment: entry level iMac.