

# The Southern Baptist Theological Seminary

## Position Description

**Position Title: Traffic Coordinator**

**Department: Communications**

**Position Code: E0109**

**Date Prepared: 9/11/17**

**FLSA Status:**  Exempt  Non-Exempt

**Full Time:** Yes  No

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### **JOB SUMMARY:**

The traffic coordinator guides the development of all creative communication projects from start to completion. The coordinator oversees the efficient flow of all projects through all stages of its process from account services to creative, production and finally back to the requesting department. 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.

### **ESSENTIAL JOB FUNCTIONS:**

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

- Helps account executive with incoming projects, creating timelines and assigning tasks to copywriter, designers and production coordinator
- Reviews project timelines with account executive for client approval
- Works with project coordinator to ensure products are delivered to client and invoices are submitted to accounting
- Communicates daily priorities to creative staff and makes sure work is completed on schedule and budget
- Troubleshoot problems to make sure a project or process remains on schedule
- Tracks project status in RoboHead (project management system)
- Runs reports from RoboHead to make sure projects are being completed and invoiced correctly
- Monitors workflow to keep projects moving
- Coordinates re-scheduling to accommodate project changes

Performs other duties as may be assigned by supervisor.

### **EDUCATION:**

The person in this position is required to have a high school diploma or equivalent and should have proficiency in software applications such as Microsoft Word and Excel in order to perform essential job functions. Knowledge in design principles is ideal but not required. Skills required include organization, time management, problem solving and excellence in communication.

**EXPERIENCE:**

The person in this position should have at least six months of experience in communications.

**SUPERVISION:**

The person in this position will report to the Creative Director.

**WORK ENVIRONMENT:**

The person in this position will work in a typical office environment.

**EQUIPMENT:**

The person in this position will use the following equipment: Computer with access to the Adobe Creative Suite.