



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

Marketing Coordinator

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a proactive and detail-oriented Marketing Coordinator to support our team in executing high-impact marketing initiatives. This role will focus on managing email campaigns, preparing marketing materials, and providing critical support for client events and proposals. The ideal candidate is highly organized, creative, and thrives in a fast-paced environment.

Responsibilities

- Develop and schedule proactive email blasts leveraging Condé content to engage target audiences.
- Create and send category-specific weekly emails (e.g., Travel & Tourism, Luxury, Lifestyle).
- Draft, edit, and revise client proposals with precision and attention to detail.
- Assemble tailored marketing packages and decks for client meetings and presentations.
- Assist with the planning, coordination, and execution of the January client event, including logistics, communications, and promotional support.
- Collaborate with cross-functional teams to ensure brand consistency across all marketing touchpoints.
- Monitor performance of email campaigns and prepare reports with actionable insights.

Qualifications

- Experience in marketing, email marketing, or a related role.
- Strong writing and editing skills with the ability to adapt messaging for different audiences.
- Proficiency with email marketing platforms (e.g., Mailchimp, Salesforce Marketing Cloud, HubSpot) and Microsoft Office / Google Suite
- Excellent organizational skills with the ability to manage multiple projects simultaneously.
- Detail-oriented with strong proofreading and quality-control abilities.
- Strong interpersonal skills and the ability to collaborate effectively with team members and clients.
- Creative thinker with a proactive approach to problem-solving.

Apply to this position

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