

Junior Marketing & Events Coordinator

NLS Lighting LLC

Carson, CA 90746

Job details

Job Type: Full-time

Full Job Description

A support arm of the marketing team, this role is approximately 75% focused on marketing operations, logistics, product samples, planning, scheduling, and data analysis, with the remaining 25% supporting graphic design and digital media initiatives.

This position is designed to provide exposure to multiple areas of marketing, including events, trade shows, digital marketing, content, creative, product marketing, and marketing operations, with opportunities to take on greater responsibility as experience and skills develop.

- Trade show logistics and coordination
- Sample requests (organization, preparation and shipping)
- Booth materials and collateral
- Vendor coordination
- Marketing inventory management
- Basic graphic design edits using Adobe
- Optimizing digital platforms
- Social media assistance
- Eblast and website content support
- General operational and administrative support
- Administrative follow-up and tracking

General Requirements

A highly organized, hands-on, and motivated Junior Marketing & Events Coordinator to support our marketing team with day-to-day marketing tasks and assigned projects, including but not limited to trade shows, product samples, marketing materials, project coordination and logistics, digital deliverables, and more.

This is an excellent entry-level opportunity for someone who enjoys a fast-paced, hands-on environment and wants to gain experience across a variety of marketing functions, including data analytics, event planning, digital media, and creative production. The ideal candidate is detail-oriented, dependable, resourceful, and willing to jump in wherever needed to help keep marketing initiatives moving forward.

Job Description

Responsibilities

- Assist with **trade show and event logistics**, including booth materials, shipments, samples, signage, literature, and event supplies.
- Prepare, organize, inventory, and ship **product samples and marketing materials**.
- Coordinate marketing materials and supplies between the office, vendors, sales representatives, and events.
- Assist with **event setup and breakdown**, including packing, labeling, organizing, and shipping materials.
- Support the marketing team with project tracking, scheduling, and follow-up.
- Assist with social media content, email marketing, website updates, and other digital marketing initiatives.
- Make **basic design edits** to marketing materials using Canva, Adobe Creative Suite, or similar programs.
- Help maintain organized marketing files, product information, photography, graphics, and collateral.
- Assist with creating presentations, flyers, product sheets, signage, and other marketing materials.
- Support product launches, campaigns, promotional programs, and company communications.
- Help coordinate vendors, and other marketing partners (literature, giveaways, reservations, etc)
- Handle various administrative and hands-on marketing tasks as needed.
- Comfortable working with the production and engineering teams to ensure product specifications are being met, keeping the marketing department on schedule.

Qualifications

- 1–2 years of marketing, communications, events, or related experience preferred; recent graduates are encouraged to apply.
- Highly organized with strong attention to detail.
- Comfortable multitasking with strict deadlines.
- Strong written and verbal communication skills.
- Proactive, dependable, and willing to learn.
- Comfortable with hands-on work, shipping, organizing, and event preparation.
- Basic knowledge of Adobe (Photoshop, Illustrator, Acrobat), Microsoft Office, or similar tools.
- Creative mindset with an interest in marketing and visual communication.
- Ability to work independently while also supporting a team.
- No task is too small—you're someone who sees what needs to be done and jumps in.

Preferred Skills

- **Organization & Time Management** — Ability to manage multiple projects, deadlines, shipments, and priorities.
- **Attention to Detail** — Accurate with product information, samples, event materials, files, and marketing deliverables.
- **Project Coordination** — Able to track tasks, follow up on action items, and keep projects moving.
- **Event & Trade Show Support** — Comfortable coordinating logistics, materials, shipments, vendors, and event preparation.
- **Communication Skills** — Strong written and verbal communication with internal teams, vendors, sales representatives, and partners.
- **Basic Design Skills** — Familiarity with **Adobe Creative Suite, or similar design tools**; able to make basic edits and create simple marketing materials.
- **Digital Marketing** — Basic understanding of social media, email marketing, websites, and digital content.
- **Data & Reporting** — Comfortable working with spreadsheets, organizing information, and performing basic data analysis or reporting.

- **Microsoft Office / Google Workspace** — Proficient with Word, Excel, PowerPoint, Google Docs, Sheets, etc.
- **Written Content** — Ability to proofread, edit, and write basic marketing copy and communications.
- **Problem Solving** — Resourceful and able to figure things out when unexpected issues arise.
- **Team Collaboration** — Works well with marketing, sales, operations, and other departments.
- **Adaptability** — Comfortable shifting between creative, administrative, logistical, and hands-on tasks.
- **Initiative** — Proactive and willing to identify what needs to be done without waiting to be asked.
- **Hands-On Work Ethic** — Willing to roll up their sleeves and assist with the behind-the-scenes work required to execute marketing projects and events.

Experience

- 1–2 years of marketing, communications, events, or related experience
- recent graduates are encouraged to apply.

Work Environment

This job is a 100% in-office role, with some travel required within the USA.

Benefits:

- 401(k)
- Health insurance
- Paid time off