

Job Opening – Training Event & Social Media Coordinator

Zisser Customs Law Group is rapidly growing and seeking a **Training Event and Social Media Coordinator** to join our dynamic and highly experienced team of international trade professionals. This is a long-term opportunity with unlimited growth potential. You will work directly with our professional team in the United States and with our clients around the world.

About us: Zisser Customs Law Group is a fast-paced, full-service international trade law and consulting firm based in San Diego, CA. We are also a global leader in Trade Compliance training (called Masters Method). Masters Method offers a variety of highly engaging Live Trainings, Webinars and Customized Training Programs to trade professionals. Masters Method has trained over 500 companies from virtually every industry and over 5,000 trade professionals from around the world.

We deliver cutting-edge services ranging from import and export law, Mexico import/export law, compliance programs, supply chain security, world/class training as well as automation. We support many of the world's largest companies in virtually every industry, including automotive, aerospace, electronics, apparel, medical, chemicals and industrial.

What makes us different: Unlike most consulting/training firms our core focus is International Trade. Over the past 20 years our firm is committed to simplifying and streamlining the international trade process. We help our clients to grow their skills, save money, reduce costs and comply with all import/export requirements.

Job Roles & Responsibilities:

- **Virtual and Live Training Event Coordinator**
 - Prepare and Update as needed Keynote/PowerPoint Presentations
 - Manage Virtual and Live Trainings Events (student registration and follow up activities)
 - Manage Training Material Inventory for Virtual and Live Events
 - Prepare, Pack and Ship Training Materials
 - Manage event promotion and maintain annual event calendar
 - Coordinate and Support Training Events through different platforms (Zoom, GotoWebinar, etc).
 - Travel to Training Sites to coordinate event (when applicable)
- **Webinar Event Coordinator**
 - Help develop and Update as needed Keynote/PowerPoint Presentations
 - Manage a growing library of pre-recorded webinars in both English and Spanish.
 - Manage Webinar Event (including student registration and follow up activities)
 - Manage event promotion and maintain annual event calendar
- **Social Media Community Coordinator**
 - Manage and Update Zisser and Masters Method Website
 - Manage and Update Zisser and Masters Method LinkedIn accounts
 - Manage and Update Zisser and Masters Method Facebook accounts
 - Manage and Update Constant Contact Database
- **Administrative**
 - Support with administrative tasks **such as but not limited to:**
 - Generating reports covering trends and statistics on Masters Method Events
 - Maintain customer and training student databases
 - Support with customer billing and project tracking reports
 - Support with ordering office and training event supplies

Experience and Requirements:

- Minimum experience of 2+ years in office administration, including some experience in event coordinating activities, social media and marketing.
- Bachelor's Degree in Marketing, Communications, Business Administration, International Business
- Languages: Advanced level of English (spoken and written)
- Proficient in: Office Suite, Pages, Keynote and Adobe Acrobat
- Preferred but not required proficiency in platforms: Wix, GotoWebinar, WebinarJam, Zoom, Premiere Pro, Vimeo, Constant Contact
- Preferred but not required proficiency in: Podbean, Adobe Audition (Audio Editing)
- Visa required, availability to travel to the United States if required.

Competences:

- Positive and energetic attitude
- Creative and Innovative mindset
- Self-Taught ability
- Time management and productivity driven
- Willingness to learn, grow your skills and carry out new tasks
- Excellent customer service
- Detail oriented
- Able to lead and coordinate multiple projects
- Able to work independently and collaborate as a team

We offer:

- Salary to be agreed upon experience
- Benefits higher than those of the law
- Growth and training opportunities
- Working hours: Monday to Friday from 9am to 6pm (position eligible for hybrid home office)
- Work Zone: San Diego, CA

If interested, please send your resume and a brief letter explaining why you would be a good candidate for this position and your experience in related experiences in event coordination, social media and marketing (if any) to: ysandez@zissergroup.com