



# Account Coordinator

## WHO WE ARE:

Five years ago, we at BDI began our journey as a B2B marketing agency that specializes in producing roadshow events for tech companies. Last year, we produced 150+ live events in over 30 cities for 35 clients and were named #1854 on the Inc. 5000 list of fastest growing companies in the US. This year, we pivoted to virtual as a result of the pandemic and have produced 30+ AccelerateVirtual events to date and counting.

Our team culture is what's made this possible and what sets us apart—we believe people do their best work with:

- A healthy work-life balance: flexible 9-5 hours (Eastern Time Zone) with a work from anywhere policy
- Respectful, collaborative, and friendly relationships with the whole team: activities such as happy hours, lunches, bowling, beach day, group meditation, and virtual hang outs
- Growth opportunities personally and professionally: we find new leadership WITHIN the company as we grow, with endless options to take on new responsibilities and contribute new ideas

## WHO WE NEED:

This job is simply not for everyone. Only the most detailed, organized, communicative self-starters will thrive in this environment and role.

### **A great communicator:**

This is a client-facing role. You will be the primary contact to send updates or field questions, so you need to be efficient in your writing, confident on the phone, and possess impeccable grammar, spelling, and syntax.

### **A great collaborator:**

You'll manage each event from first planning call to final execution. This includes orchestrating the efforts of all the right internal teams: research, venue, marketing, creative, RSVP management, and event materials.

### **A strong problem-solver who takes initiative:**

While we do have established processes, there's a lot of variance in the strategy behind a successful event. You'll need to get creative, work independently and take initiative to deliver the best value to the client.

## REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Minimum of 1+ year office experience
- Passion for business marketing and event planning

### **Meticulously detail-oriented, even when multitasking:**

Managing one event is a lot different than managing 30 at once for 12 different clients. Organization skills are key to keeping the details straight and the planning on schedule.

### **Tech savvy and skilled in Google Drive, MS Office, AirTable:**

While this job isn't very technical, we work in many different programs, tools, and platforms. You will be trained on everything we use, but we expect a thorough understanding of the basic computer and advanced MS Office skills.

## JOIN US:

This is a full-time, salaried position. Along with a lot more, we offer:

- A competitive base salary plus a generous benefits plan
- Unlimited vacation after one year of employment
- Transitck benefit program (for NYC commuters)
- Health insurance plan after 6 months
- 401K retirement savings plan after 6 months
- Work from anywhere policy
- Acceleration of your professional development and opportunities for promotions and growth

*Please submit both your resume and optional cover letter directly at [careers@bdionline.com](mailto:careers@bdionline.com) with the subject line "{First and Last Name} - Account Coordinator" when applying.*