



<i>Job Title</i>	Marketing & Air Service Coordinator	<i>Job Code</i> 87	<i>FLSA</i> Exempt
<i>Job Family</i>	Professional	<i>Grade</i>	19
<i>Department</i>	Marketing & Communications	<i>Created Date</i>	9/12/16
<i>Reports to</i>	Director of Business Development	<i>Revised Date</i>	

JOB SUMMARY

This professional position, under the immediate supervision of the Director of Business Development, responsible for performing complex tasks and project oversight, in support of the Marketing and Air Service Department and the Airport Authority's mission. Performs a variety of air service development, business administration, and airport facility related technical duties; responsible for analyzing trends, operational and financial data to support long and short term strategic planning and goals. Requires problem solving and a high degree of independent judgment in determining appropriate methods, activities and resolutions. **Starting Salary \$47,050 (commensurate with experience).**

ESSENTIAL DUTIES & RESPONSIBILITIES

- Conducts research, analyzes business and industry trends, maintains and updates business intelligence and databases, interacts with concessionaires and airlines for the purpose of Air Service business development.
- Develops, conducts and analyzes the results of customer service surveys. Generates reports indicating survey findings and trends. Develops actions based on the findings and presents them to Airport management.
- Designs and develops graphic materials used for marketing, data reporting, promotional information. Contributes to website design and maintenance. Report recipients include the Airport CEO and Board members.
- Educates airport’s stakeholders about positive economic impact of air service to region.
- Works with aviation consultants to prepare presentations for potential domestic and international passenger service.
- Performs a range of marketing and communications related tasks in support of marketing and communications efforts.
- May perform other duties as assigned.

LEADERSHIP AND SUPERVISORY

- Works under the general direction of the Director of Business Development.
- This position does not have supervisory responsibility.

EDUCATION & EXPERIENCE (including required licenses or certifications)

- Bachelor’s degree in marketing, communications, business, or an aviation related field.
- Two to three years of related previous experience.

COMPETENCIES

Employee Core

- *Customer Focus* - The ability to proactively meet the needs of internal and external customers in order to provide best-in-class customer experiences.
- *Continuous Improvement* - The knowledge of goal setting and measuring performance in order to improve processes and procedures.
- *Communication* - The ability to express thoughts effectively to encourage productive dialogue and generate useful information.
- *Collaboration* - The ability to work cooperatively with others to build the strength of the team.
- *Commitment* – The ability to take personal responsibility due to one’s sense of ownership and pride in the Authority.

Job-Specific Knowledge, Skills & Abilities

- Ability to work proficiently with all Microsoft Office applications and Adobe Photoshop,
- Knowledge of the aviation industry and standard operational practices.
- Ability to analyze data and prepare user-friendly activity reports.
- Ability to create graphic design concepts for various purposes.
- Ability to communicate in both written and verbal forms to the general public, airline representatives, and the executive Airport leadership.

ENVIRONMENT & WORKING CONDITIONS

- Work is performed in an office setting.
- Close concentration and attention to details are important.

PHYSICAL DEMANDS (including requirements for travel or working nights/weekends/holidays)

Requires:

- Little standing or walking is required.
- The position required close concentration, using sight and hearing to communicate and to operate office devices.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

****WE ARE AN EQUAL OPPORTUNITY EMPLOYER****

EOE, M/F, D/V

APPLICANT DATA RECORD

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Position Applied For: Marketing and Air Service Coordinator	Today's Date:
Name (Last) (First) (MI)	Social Security Number:
Address:	Telephone Number:
City State Zip	Date of Birth
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	
Referral Source: <input type="checkbox"/> College/Tech School <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify _____	



100 INTERNATIONAL DRIVE SUITE 300
JACKSON, MISSISSIPPI 39208

Application For Employment
(Please Print or Type in Black Ink)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: Marketing and Air Service Coordinator

ADVERTISEMENT PERIOD: 01/28/19 - 02/11/19

PERSONAL
NAME (Last) (First) (Middle Initial)
ADDRESS (Street Address) (City) (State) (Zip)
HOME PHONE NO. () ALTERNATE PHONE NO. ()
SOCIAL SECURITY # EMAIL
DRIVER LICENSE # Class Expiration State

When will you be available to begin if selected for the position?

Are you available to work shifts? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

(Proof of citizenship or immigration status will be required upon employment)

Have you ever been employed with JMAA before? Yes No

If yes, give dates

Have you ever been convicted of a crime other than minor traffic violations? Yes No

If yes, state nature of offense, when, where and disposition

(A conviction will not necessarily disqualify an applicant from employment)

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes No

If yes, list names and relationship

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid drivers license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.

NAME: _____ SOCIAL SECURITY NO.: _____

Education & Training

	High School	College/Technical/Business	Graduate School
School Name & Location			
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4 5
Diploma/Degree (Verification of education required) Describe Course of Study:			
Describe Specialized Training, Apprenticeships, Skills, Extra-Curricular Activities, Foreign Languages:			

Employment Experience

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title _____ _____	Telephone No. (_____) _____
Company Name _____	Employed (Indicate Month, Day and Year)
Address _____ _____	From _____ To _____
Name of Supervisor _____	Annual Salary Start _____ Last _____
Describe Your Duties _____ _____ _____	Reason for Leaving _____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
Full Time _____ Part-Time _____	

NAME: _____ SOCIAL SECURITY NO.: _____

Your Job Title _____	Telephone No. (_____) _____
Company Name _____	Employed (Indicate Month, Day and Year)
Address _____ _____	From _____ To _____
Name of Supervisor _____	Annual Salary Start _____ Last _____
Describe Your Duties _____ _____ _____	Reason for Leaving _____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
Full Time _____ Part-Time _____	

Your Job Title _____	Telephone No. (_____) _____
Company Name _____	Employed (Indicate Month, Day and Year)
Address _____ _____	From _____ To _____
Name of Supervisor _____	Annual Salary Start _____ Last _____
Describe Your Duties _____ _____ _____	Reason for Leaving _____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
Full Time _____ Part-Time _____	

Your Job Title _____	Telephone No. (_____) _____
Company Name _____	Employed (Indicate Month, Day and Year)
Address _____ _____	From _____ To _____
Name of Supervisor _____ _____	Start _____ Last _____
Describe Your Duties _____ _____ _____ _____	Reason for Leaving
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain

Full Time _____	Part-Time _____

Additional Skills

State any additional information you feel may be helpful to us in considering your application.

Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.
