



### **Vacancy Announcement**

**Title:** Promotions Coordinator

**Reports to:** Marketing Manager

**Location:** Yreka, CA

**Salary:** \$21.75 - \$27.00 per hour, (DOE)

**Classification:** Full-Time, Regular, Non-Exempt, Non-Entry Level

**Summary:**

Under direct supervision of the Marketing Manager, creates and implements strategy to bring guests to the property. Ensure compliance of promotions with Minimum Internal Control Standards (MICS) and Compact. Maintains confidentiality of all privileged information. This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

### **Application Deadline: *Open Until Filled***

Applications are available at all Tribal Offices or on the Internet at [www.rainrockcasino.com](http://www.rainrockcasino.com). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a pre-employment drug screen test and be willing to submit to a background check.

Job descriptions are available online at [www.rainrockcasino.com](http://www.rainrockcasino.com) or by contacting Human Resource Department, Telephone (530) 777-7246, Fax: (530) 493-5322,  
Email: [human-resources@rainrockcasino.com](mailto:human-resources@rainrockcasino.com)



## **Position Description**

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<b>Reports to:</b>	Marketing Manager
<b>Location:</b>	Yreka, CA
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### **Responsibilities:**

1. Responsible for providing complete information to Team Members for all promotions.
2. Works with compliance to ensure promotions meet internal controls and policies and procedures.
3. Responsible for facilitating and running all electronic promotion functions.
4. Completion of required promotional paperwork to ensure compliance.
5. Participates in the planning and establishment of goals and objectives for promotions/events, database marketing, with respect to budgets, player reinvestment, promotions/lotteries, internal and external communication, analysis, facility requirements, technology updates, equipment, logistical requirements, and other related issues.
6. Negotiates terms, executes, and administers multiple contracts with vendors for goods and services, in accordance with accounting practices, goals, budget constraints, TGO MICs and policies and procedures.

7. Designs, develops, implements and evaluates promotions/events, database promotions and maintains checklists.
8. Responsible for maintaining absolute confidentiality of all written and oral information.
9. Assists with the development of the calendar of events and distributes for publication.
10. Coordinates with the Marketing Manager to ensure direct mail process, including but not limited to monthly newsletter, birthday and new enrollment mail pieces.
11. Responsible for increasing and meeting Players Club Card tracking goals of 60%.
12. Assists with Players Club transactions and creation of promotional offers in the player tracking database.
13. Other duties as required or assigned by the Marketing Manager.

### **Working Conditions & Environment:**

1. Must be able to work well with all Team Members.
2. Must be able to maintain focus in a high volume, fast paced environment.
3. Must be able to multi-task.
4. Must be willing to work in a smoke-filled environment.
5. Have ability to work all shifts, weekends, holidays & special events as needed.
6. Must have ability to work in a fast-paced atmosphere.
7. Must possess the ability to lift at least 50 pounds.
8. Must be able to stand for long periods of time.

### **Level of Authority & Restrictions:**

1. Non-supervisory position.

### **Minimum Requirements:**

1. Must be at least 21 years of age.
2. Must possess excellent organizational and communication skills.
1. Must have a minimum of one (1) year Casino Guest Service experience, including but not limited to Player Development, Slots, or Table Games.
2. Two (2) years' experience of direct mail coordination, special events, promotions or Players Club preferred.
3. This position requires working knowledge of computers and proficiency with Microsoft Office 365 products including Word, Excel, Power Point and Access. Everi Power Kiosk and/or Oasis 360 Super Playmate experience is desired.
4. Must be able to analyze and interpret general business periodicals, profession journals, technical procedures, financial reports or governmental regulations. Write reports and business correspondence.

5. Must be able to effectively present information and respond to questions from top management, public groups, other team members, customers, and/or boards of directors. Organizational, interpersonal skills and team-oriented attitude are required.
6. Must be able to define problems, collect data, establish facts and draw valid conclusions, interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
7. Must have confidence and a good speaking voice on a microphone to execute promotions.

**Tribal Preference Policy:**

In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:**

It shall be the policy of the Karuk Tribe and Rain Rock Casino Resort Hotel to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Acknowledgement:**

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

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Team Member Name

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Signature

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Date

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Team Leader Name

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Signature

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Date