



Nike N7 Project Specialist FY13

Roles and Responsibilities

Administrative

- Manage N7 calendars for Gm and Project Lead including room reservations, catering, and meeting setup
- Support Project Lead with Air Native account application, password resets, inventory fliers, monthly product highlights, newsletters, and contact information changes

N7 Fund

- Collect and organize N7 Fund grantee applications for board and team review
- Create Annual N7 Fund Report

Product

- Order and coordinate timely delivery of marketing items for sponsored events (ex. Diamondbacks Inter-Tribal Camp)
- Strengthen partnerships through shipment of comp product to key partners, ambassadors, and messengers

Digital Social Media

- Engage N7 consumers through Facebook, Twitter, N7 website and all other social media outlets
- Drive consumer traffic through engaging and responsive social media interaction and storytelling
- Provide social media feedback and statistical reports
- Work with brand manager to plan out social media strategy and posts according to brand plan calendar
- Get questionable posts cleared through legal and business affairs

As Project Specialist, you will assist the N7 team through administrative functions including meeting scheduling, calendar upkeep, shipment of product, and ordering of comp product. You will also support N7 through our digital media platforms connecting and maintaining close relationships with consumers. The Project Specialist will work closely with Nike Sports Marketing, Event Marketing, and Retail Brand teams to identify influencers and stay current on market trends. You'll be a source for gaining instant consumer response/feedback for projects in the planning and execution phases in addition to providing social media statistic reports for the team.

We are looking for a self starting motivated individual who has experience with administrative functions in addition to familiarity with digital social media. Other important characteristics include individuals who work well in teams, flexible, outgoing, and able to perform in a fast paced environment. Knowledge and understanding of the Native American and Aboriginal community is encouraged.