



Title: Marketing Quality Assurance Coordinator

Department: Strategic Marketing and Communications – Client Success

Reports to: Director of Client Success

Location: Overland Park, KS (Onsite role)

Type: Full-Time, Non-Exempt

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Looking for a dynamic and rewarding career in financial services? Join us at CreativeOne, where we blend collaboration, innovation, and excellence to forge a path in the financial services industry. We pride ourselves on being a nationally recognized leader, devoted to empowering independent financial advisors with superior services.

We're Building a Better Financial Future, Together

We take immense pride in our work and are in search of like-minded individuals who are eager to make a significant impact. If you are ready to be a part of a team that's shaping the future of financial services, we would love to hear from you.

Position Summary:

If you're the kind of person who spots a typo from across the room, lives by checklists, and gets real satisfaction from keeping things organized and error-free — this role was made for you.

We're looking for a **Marketing Quality Assurance Coordinator** to help ensure the work we deliver to clients is polished, compliant, and correct. You'll be responsible for double-checking marketing deliverables, submitting assets for compliance review, updating templated materials with client-specific info, and relaying final changes across teams. You'll be a key part of making sure nothing slips through the cracks — and that every piece of work we send reflects the high standards our clients expect from us.

This is a great role for someone early in their career who is process-driven, detail-obsessed, and excited to learn how marketing, compliance, and production come together.

What You'll Do:

- **Review final deliverables** (emails, ads, whitepapers, landing pages, etc.) for typos, formatting errors, missing content, and consistency with project details.
- **Submit content to compliance partners** (such as FINRA reviewers) and track approvals, timelines, and status updates.
- **Relay compliance feedback** to the right internal teams (Creative, Paid Media, Web, Media) and follow up as needed.
- **Make simple updates** based on compliance feedback (e.g., fixing phrasing, adding disclosures, adjusting formatting).
- **Customize templated materials** by adding advisor-specific information like names, logos, contact info, and headshots.
- **Organize and maintain internal records** of approvals, feedback, and final deliverables.
- **Act as the final checkpoint** before anything reaches a client — helping protect our reputation and our clients' trust.

Preferred Qualifications:

- Bachelor's degree in Marketing or related field and/or commensurate experience
- 1–2 years of experience in marketing, project coordination, QA, compliance, or related roles (internships and agency experience welcome).
- Incredible attention to detail — you catch what others miss.
- Strong organizational skills and the ability to stay on top of multiple projects at once.
- Solid written communication skills — you can relay feedback clearly and professionally.
- A collaborative mindset and confidence working across teams.
- Familiarity with project management tools (like ClickUp, Asana, or similar) is a plus.
- Experience in financial services, advertising, or compliance is a bonus but not required.
- Expert proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

Why This Role Matters:

Our clients count on us to deliver high-quality, error-free work — and this role plays a big part in making that happen. You'll be the last set of eyes before we hit send, ensuring everything we deliver is accurate, professional, and compliant. You'll also help take work load off the Client Success team so they can focus on strategy and service.

What You'll Gain:

- Exposure to marketing production, compliance processes, and cross-functional project management.
- Opportunities to grow into project coordination, operations, or compliance-focused roles.
- A team that values precision, accountability, and continuous improvement.
- A mission-driven company with a strong reputation in the financial services and marketing space.

This description covers the major purpose and major functions of the job. It is not intended to give all details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

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