



**Pickering
Energy
Partners**

Marketing & Events Coordinator, PEP Insights

+ MARKETING & EVENTS COORDINATOR, PEP INSIGHTS

Firm description

Pickering Energy Partners (PEP) is an energy focused financial services platform. Our expertise spans decades across the entire energy landscape. We've deployed over \$15 billion across all energy sub-sectors. We are, at our core, trusted energy advisors, investors, and partners alongside our clients. Each of our businesses build upon the momentum of each PEP offering and deliver actionable opportunities for companies across the energy value chain – including the Advisory practice, the market intelligence business (PEP Insights), Consulting (ESG and Strategic) and Investment (public equity, private equity and direct opportunities) practices.

Headquartered in Houston, Texas, PEP delivers an experienced, opportunistic team that aims to provide guidance and long-term value for clients while having a positive impact on the companies and communities that PEP invests in.

Position description

We are searching for a highly qualified marketing coordinator to work closely with the Pickering Energy Partners Insights Business Development team. From day one, this individual will contribute to existing marketing and event programs, while assisting with the development of new initiatives aligned with company and client goals. The ideal candidate will have prior experience with a wide range of marketing functions, including communications, advertising, branding, digital marketing, and event execution. The marketing coordinator must be an organized multitasker able to handle many diverse projects at once and meet tight deadlines.

Primary responsibilities

- Spearhead Pickering Energy Partners Insights event strategy by identifying, assembling, and organizing each event and maintaining pre- and post-event communication, and event attendance.
- Maintain email lists for internal and external communications.
- Provide support in social media monitoring process as needed.
- Assist in creating marketing materials as needed.
- Accomplish organization goals by accepting ownership for completion of new and different requests.
- Maintain records of press coverage.
- Learning and working with various types of software for digital marketing.
- Working closely with sales and marketing department.
- Creating marketing materials such as white papers, case studies, and presentations.
- Providing administrative support to the sales team.
- Preparing, formatting and editing a range of documents.
- Understanding company product and brand.
- Working with the broader Pickering Energy Partners Business Development team when needed to execute on events and marketing projects.
- General office duties

PEP possesses a strong culture that has enabled it to attract, integrate, and retain exceptional talent across asset management, research, and consulting. PEP is committed to becoming an authoritative voice on energy transition and a strategic advisor to the companies that participate in the process. PEP's culture is aligned with leaders who are high-intensity, commercial, love to drive revenue, want to "win" and hate to "lose". This individual should be

entrepreneurial and attracted by the opportunity to drive the success of a scrappy up-and-coming firm. It is essential for the successful candidate to fit properly and successfully within those elements of PEP's culture.

Critical competencies

- 3-5 years' experience in events and marketing
- Knowledge and experience in planning high level conferences and events
- Good interpersonal skills, including the ability to collaborate with management, team members, clients and customers where applicable
- Familiarity with content management systems, webpage analytics, customer relationship management and other relevant software
- Data analysis, critical thinking, problem-solving and decision-making
- Understanding of industry best practices
- Creativity, adaptability and familiar with current marketing trends
- Excellent collaboration and teamwork skills
- Project management, goal-setting and deadline management skills
- Great organization, time management and prioritization abilities
- Comfortable in high-pressure and fast-paced environments

Additional information

- PEP offers a competitive salary and bonus opportunity. Excellent benefits package.
- To be considered, qualified candidates should send their resumes and salary history to Resumes@PickeringEnergyPartners.com, and reference "Marketing & Events Coordinator, PEP Insights" in the subject.