

Combined Agents of America Production Coordinator

The successful candidate will be able to provide support to CAA Leadership and key CAA members. CAA is comprised of 68 independent insurance agencies located throughout Texas, Oklahoma, Kansas, Nebraska, Missouri and Iowa. CAA is a privately held agency partnership group committed to strengthening the role of the independent agencies by combining our expertise and relationships to better serve our clients and business partners.

This opportunity rewards the ability to:

- Problem solving by fact checking and determining practical/appropriate priorities.
- Strategize and realign objectives.
- Draft guidelines and identify inconsistencies.
- Design systems that organize.
- Conceptualize solutions; document information and add graphic elements.

Responsibilities:

- Assist Production Team with CAA member projects
- Assist with the on-boarding process for newly approved member agencies starting at the approval vote through the orientation process, ensure agency producer code rolls up to CAA's master code and provide continued support for the agency's first year of membership.
- Maintain carrier contracts and carrier communications; be responsible for communicating pertinent carrier information to CAA member agencies and staff.
- Create Marketing Material and Marketing Toolbox for CAA members.
- Ensuring CAA Member List, CAA Website and, Marketing Material in Convey is accurate and up to date.
- Contribute updates to CAA monthly newsletter with relevant carrier info.
- Create PowerPoint presentations as directed for carrier meetings and events; coordinate with other CAA staff for additional resources and data to be included in presentations.

Key Qualifications:

- Independent Insurance Experience
- Commercial Lines Experience
- Insurance Knowledge
- Ability to plan, organize, manage multiple tasks, projects and effectively present ideas and concepts
- Strong verbal and oral skills
- Proficient in Office 365/ Word, Excel

Details: Full Time Position in Austin, Texas with flexibility of working on and offsite