



PADI

**SEEK ADVENTURE.
SAVE THE OCEAN.™**

EMAIL PRODUCTION SPECIALIST

PADI, the global leader in Ocean Exploration, is searching for a full-time Email Production Specialist to join our team in Winter Park FL. PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work, competitive salary and outstanding benefits. We are an amazing company searching for amazing people to join our team!

The **Email Production Specialist** is responsible for configuring and implementing email marketing campaigns to promote PADI products and services and to increase customer engagement, leads and conversions. They regularly interact with other team members and marketing staff and analyzes effectiveness of each campaign, making recommendations to increase customer engagement and improve sales.

What You'll Be Doing

- Creates email marketing templates and campaigns in Salesforce Marketing Cloud to promote PADI products or services.
- Develops and populates custom and standardized email templates using HTML and inline CSS to insure responsive design and usability on desktops, tablets and mobile devices.
- Configures audience selection, email scheduling and employs automation technology.
- Utilizes Salesforce AMPScripts as a means of invoking language and other personalization.
- Analyzes email campaign performance for deliverability and makes recommendations for greater user engagement.
- Manages tickets and interacts with marketing team members to ensure asset collection and audience definitions are complete to meet campaign delivery dates.
- Collaborates with other email operations and marketing staff to ensure efforts are consistent with individual product, program marketing plans, clear call-to-actions and email best practices.
- Stays informed and current on email marketing, marketing automation and behavioral marketing technology trends and best practices.
- Ensures all work follows PADI style guide and editorial policies and standards.

Education & Experience

- Salesforce email automation and marketing software experience or equivalent a big plus.
- Minimum of 2 years of experience with email marketing, lead nurturing and automation.
- Possesses understanding of email marketing concepts and metrics.
- Working knowledge of HTML and CSS for email.
- Extreme attention to detail, organized and process focused.
- User of Dreamweaver.
- Experience with rendering tools such as Email on Acid, Litmus, etc.
- Ability to communicate in both the written and verbal form.

- Bachelor's degree (B.A.) from four-year college or university.
- Knowledge of English grammar required.
- Fluency in reading and writing in Spanish and/or Portuguese is a plus, but not required.
- Apple iOS literate.
- Ability to operate Microsoft Office primary programs (Word, Excel, PowerPoint, Office) required.
- Ability to learn new programs relating to web publishing and email marketing. Familiarity with Salesforce Marketing Cloud or equivalents a plus.
- Ability to multi-task a variety of assignments successfully.
- Must show initiative and display a high pride of authorship.
- Loyalty to the Company and department in order to uphold the Company's mission and value statements and departments goals and objectives
- Excellent interpersonal skills.
- Strong organizational skills.

Founded in 1966, PADI has grown consistently through our 56 years in business, continually raising the bar for the industry we are all so passionate about. We know who we are as a company but never let that hold us back from reinventing ourselves and keeping our mission modern and relevant. One thing that stays consistent is our mission to be “The Way the World Learns to Dive”. PADI has certified over 28 million divers during our history, an achievement no other scuba diving agency can claim.

PADI strives to create a work environment that respects individual contribution while maintaining a strong team approach for successful execution of business objectives. The executive team believes in a work-life balance that enables employees to meet their personal and family needs with flexible hours and a robust benefits plan.

If this job sounds interesting to you and you meet these requirements described above, we'd like to get to know you! Please submit your resume and salary requirements to jobs@padi.com. To learn more about our company visit us at www.padi.com. Applicants must possess the right to work in the United States.

PADI/Seek Adventure Save the Ocean

California Applicants please note that PADI collects personal information relating to its candidates for employment to manage the recruitment process. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. To view PADI's CCPA Notice please go to <https://www.padi.com/ccpa-notice>