

JOB DESCRIPTION – Social Media Coordinator

POSITION:

Addison Clark is looking for a high energy multi-tasker with excellent people skills and a good sense of humor. The candidate will be responsible for working on multiple clients' social media programs; including content generation, posting, monitoring feedback and comments, reporting, etc. In this role, the candidate would work with the internal Addison Clark account managers to ensure the social media strategy aligns with the overall marketing strategy for each client. They would also collaborate with the internal Addison Clark design team to prepare graphics to support the social media strategy. The candidate would be responsible for staying up to date on the latest social media best practices and technologies. Strong communication and people skills are a must.

PREFERRED QUALIFICATIONS:

- Excellent verbal and written communication skills
- Strong organizational skills required; must be able to multi-task in a fast-paced work environment
- Experience with managing brands on multiple social media platforms: Facebook, LinkedIn, Instagram, etc.
- Ability to develop and maintain social media content plans and calendars
- Experience with social media advertising is preferred
- Proficiency with Microsoft Office Products: PowerPoint, Excel, Outlook, etc.

Addison Clark is a full-service marketing agency in Richmond, Virginia, providing comprehensive business solutions such as web design, branding, search engine marketing, and consulting. We deliver more than flashy creative or catchy taglines. We deliver business results. That's what makes us Measurably Different®.

TO APPLY:

Qualified applicants should submit a cover letter, resume, and a list of (3) references to info@addisonclarkonline.com. Addison Clark is an equal opportunity employer.