



JOB POSITION

Digital Media Coordinator

JOB DESCRIPTION

A digital media coordinator is responsible for overseeing the company's social & digital media accounts, capturing content (video and still), editing pictures and videos, and manage email campaigns. Responsibilities include creating, publicizing, and monitoring the progress of web content across platforms including social media, email, and websites. Their role involves maintaining a great work environment, ensuring high level communication, safety, and organizational effectiveness. Coordinate with ownership and office manager about scheduled off-site jobs for pictures and videos. You'll be asked to keep all information, administrative matters and record keeping related to the company as confidential and proprietary, unless otherwise required by law.

WORKING CONDITIONS

Must be comfortable working in various weather conditions. The work will primarily be in an indoor/office related environment 5 days a week. This job requires constant interaction with co-workers and with the public visiting our offices and on the field. Ability to work in an open concept seating environment with high noise level and constant interruptions.

ORGANIZATIONAL STRUCTURE

Reports directly to Company Ownership

JOB RESPONSIBILITIES OUTLINE

- Arrive to certain events to capture pictures and videos for social media platforms.
- Complex, high volume email management (where applicable)
- Client facing position, internal and external client handling
- Capturing content (both video and still)
- Editing of photos and videos
- Create visual and written content
- Develop and administer digital marketing campaigns
- Managing and contacting clients through websites and all social media platforms
- Corresponding with videography team.

- Manage a multitude of frequent changes at short notice
- Management of expense processing through reimbursement, personal amounts owing and account reconciliations
- Sets day-to-day direction for employees to support business objectives
- Resolves routine problems using defined processes and own experience and coordinates resources to meet short-term objectives
- Manages performance of employees through task assignments, ongoing skill assessment and coaching
- Ability to adapt procedures, processes, and techniques to the completion of assignments
- Supervises the daily activities of all social media platforms and websites.
- Build trust and rapport with clients on all jobs by cool and calm handling of any situation.
- Network with other industry professionals.
- Adhere to all company policies, procedures, rules, and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security on-site.
- Attend team safety meetings.
- Report safety violations to company ownership
- Competent working independently daily with minimal supervision.
- Ability to work Monday through Friday standard business hours (8:00am-5:00pm and be flexible for additional overtime as needed, although not foreseen to be likely).
- Ability to work on the weekends/after hour with flexibility to attend the event for footage for content
- Perform other duties as requested.

EDUCATION SKILLS & REQUIREMENTS

- A Bachelor's Degree is preferred but not required.
- Hold Valid Texas Driver's License & Social Security Card
- Language skills that allow employee to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must have own vehicle transportation to and from work.
- No felonies as required by state school districts for our industry.
- Clean Criminal Record, 0 Infractions
- Must maintain a professional personal appearance.
- Must be able to pass company drug screen.
- Must maintain an acceptable attendance record.
- Maintain a cooperative working relationship with co-workers.
- At least 3+ years of administrative support

- Proficient in Microsoft Office – Adobe Illustrator, Photoshop, InDesign, and Canva
- Graphic design and video editing skills
- Analytical and market research skills
- Multi-tasking skills
- Excellent customer service skills
- Attention to detail and accuracy
- Must be able to lift approximately 25-30lbs (when necessary).
- Professional interaction with clients and vendors
- Knowledge of company policies and procedures
- Exercise sound judgment when making decisions

Offer Extended By: _____ Date: _____

Status of Offer: Accepted Declined

Applicant Name: _____ Applicant Signature: _____

Our company is an equal opportunity employer, we celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran.