



Marketing coordinator - Community manager

Origin is searching for a project coordinator and community manager. This role will provide support to both Origin's clients and to Origin's internal team. The ideal candidate will be incredibly well organized, have excellent written communication skills, be able to execute a project plan and have experience in managing social media communities.

Job Details

Job Title: Project and Social Media Coordinator

Direct Report: Resource Director

Position: Full time position

Salary Range: \$35,000 to \$45,000 /year + benefits.

Qualifications

- 1-2 years of experience as a Coordinator in an advertising or marketing agency
- 1-2 years of experience working with social media and community management tools
- Perfect spoken and written English

Responsibilities

Project coordination

- Assist the project team in all daily administrative task



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- Work in partnership with production design team to deliver production jobs.
- Gather and assemble background information and/or specification and media specification documents for project execution purposes
- Coordinate all production design projects, working lock-step with the account managers.
- Liaise with the Resource Manager to execute project schedules on large production jobs, using available internal and freelance resources and communicate requirements for external resources to meet the production design department's demand.
- Quickly and accurately organize change orders when necessary.
- Effectively assess project "estimates" with the help of the production department.
- Clearly communicate with Account Managers and clients about the current status of all jobs in progress, and any issues affecting job quality, due dates and costs to AMs.
- Project manage Origin's internal projects
- Maintain quality control on all client projects, through diligent proofing for all projects, as requested.
- Help administer the activity of the production department
- Keep Resource manager informed of any department needs leading to its improvement
- Maintain all in-house client files (digital and physical assets), archiving and server maintenance.
- Reconciliation all production design jobs for billing, docket and sample filing.
- Help execute projects according to the project plan

Community Management

- Responsible for successful execution of all social media activities (i.e. content curation, posting, sharing, engaging, liking, increasing social reach, doing the heavy lifting, etc.).
- Communicate in a professional, but unique social media "voice" for our clients with guidance from the Social Media Strategist
- Contribute to social content calendar creation
- Executing on social media campaigns and monthly calendars
- Gathering data to support social strategist in monthly performance reports
- Conduct competitive analysis studies on competitors.
- Ability to respond quickly to responses, complaints and questions through multiple social media platforms on a daily basis.