

## **Social Media Coordinator**

A new media company is looking for a creative and passionate Social Media Coordinator to create, publish and manage content for all social media channels for a freelance, part-time basis and may become a full-time position after 6 months. The magazine's content takes many forms—reported articles, documentary videos, infographics, social media, merchandise, and brand partnerships.

### **Responsibilities:**

- Create and publish highly engaging content that drives audience growth and engagement on all social media channels
- Monitor all social media platforms, respond to social media comments and engage followers
- Present social media strategy, metrics and calendar to management for approval
- Track and measure social media performance and submit weekly and monthly reports to management
- Translate complex conceptual and strategic ideas into creative, engaging stories
- Recommend and assist on social media campaigns, paid or free, by creating content and measuring results.
- Keep track of social media trends and share new and novel ways to grow and engross audience

### **Qualifications:**

- Minimum 2 years of social media experience working within advertising agencies, media companies, publishing organizations, finance, and investment firms
- Exceptional verbal and written communication skills
- Expert in all social media platforms (Facebook, Instagram, Twitter, TikTok, Youtube, Pinterest, LinkedIn) as well as social media management software.
- Enjoy working both independently and as part of a collaborative team
- Extensive experience in the best practices, metrics, algorithms and trends in all social media channels
- Strong knowledge of SEO, Google Analytics, Adwords, Adobe Indesign, Photoshop, etc.
- Excellent in meeting deadlines and multi-tasking without supervision
- Bachelor's Degree preferred

### **Who We Are:**

As a private equity firm, we are a fiduciary to investors, so we value the confidentiality, security, and protection of our clients' financial, regulatory, and informational resources. We are an innovative, relentless, collaborative and socially conscious team who operate on shared values and enjoy transforming the industries in which we operate.

### **Your Right to Work:**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.

The company will not be providing visa sponsorship for this position now or in the future. Therefore, to be considered for this position, you must have the ability to work without a need for current or future visa sponsorship.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

**Compensation:**

Commensurate with experience

**Work Location:**

Company is based in Las Vegas. Work can be performed remotely once trust has been established but this position will require travel back and forth Las Vegas.