

# ConectUS Wireless

<https://www.conectus.com/job/social-media-and-website-coordinator/>

## Social Media and Website Coordinator

### Description

We are looking for a qualified candidate to create and manage our Social Media space for numerous projects. This role will also assist the Marketing Department with all company websites, all of which are WordPress based.

### Responsibilities

- Execute a results-driven social media strategy.
- Develop and curate engaging content for social media platforms.
- Assist in the creation and editing of written, video, and photo content.
- Attend events and produce live social media content.
- Maintain unified brand voice across different social media channels.
- Collaborate with the marketing team to create a social media calendar.
- Monitor social media channels for industry trends.
- Interact with users and respond to social media messages, inquiries, and comments.
- Review analytics and create reports on key metrics.
- Assist in the development and management of social media marketing and influencer marketing strategy.

### Qualifications

- Passion for social media and proficiency with major social media platforms and social media management tools
- Proficiency with video and photo editing tools, digital media formats, and HTML
- Excellent social listening skills
- Ability to understand historical, current, and future trends in the digital content and social media space
- Strong copywriting and copy-editing skills
- Top-notch oral and verbal communication skills
- Impeccable time management skills with the ability to multitask
- Detail-oriented approach with the ability to work under pressure to meet deadlines

### Job Benefits

#### Some of the Benefits:

- Earned Vacation
- 401K
- Medical/Dental

### Hiring organization

ConectUS Wireless

### Employment Type

Full-time, Part-time

### Industry

Telecommunication

### Job Location

Remote work from: USA

### Date posted

October 28, 2022