



Account Coordinator Contract Position

Being #socialcentric:

Social Centric and Co. is a Calgary-based social media marketing consultancy and collective that supports North American brands. We partner with our clients and dig deep to get them noticed and connected with their audience while strategically telling their stories. We work with a group of talented contractors in order to provide skillfully tailored services.

Who we are looking for:

Social Centric and Co. is on the search for an Account Coordinator. This position will start as a contract position with potential to develop into a salaried position. We are looking for a bright, highly motivated and personable digital marketing professional to fulfill 35-40 hours per week in the following service areas:

- Client channel management, monitoring and upkeep.
- Content production in the form of asset creation, caption creation and scheduling for multiple accounts.
- On-site content collection and activation opportunities.
- Blog, newsletter and copywriting.
- Graphic design support.

What you can bring to Social Centric and Co:

This position is a great fit for someone who thrives off of busy, fast-paced work environments that offer exciting opportunities for expression and creativity. You are ok with working remotely, (with ample support from your team), and are keen on building your own brand while supporting Social Centric as a contractor. You are bold, proud, natural connector and you are excited to learn about brands and the people behind them.

Now, let's get down to your skillsets:

- You are a talented content creator with a passion for Instagram content (especially REELS, IGTV and Stories) and can easily differentiate channels and their targeting models.
- You are a great writer and have the ability to match-up content with assets.



- You understand third-party scheduling software and tactics aimed at audience growth.
- You are a pro at navigating comments, reactions and engagement needed to foster online communities.

You are efficient at creating your own schedule to get the job done and flexible in your availability to meet client needs.

You are keen to bring ideas to the table and be a part of the team.

You would describe yourself as a leader and contributor.

Why work with us?

Social Centric and Co. offers talented contractors the ability to grow in a supportive and highly engaging environment. We are passionate about education, development and foster a fun, respectful and communicative workstyle.

Education requirements

- Diploma or degree in digital communications, public relations or marketing.
- We are looking for between 2-3 years' experience in social media management. Agency experience is an asset.

How to apply:

Send all applications to dkidby@socialcentricinc.com

What to include in your application:

Resume and cover letter, showcasing why you are a great fit for Social Centric and Co. + work samples, including: blogs, content calendars, social channels you manage or own and anything else you think will be an asset to your application.