

# SOCIAL MEDIA MANAGER

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## *Position Open*

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**LOCATION:** We are located in Tucson, AZ—a beautiful and friendly college town located in the heart of the Sonoran Desert of southern Arizona.

**WE ARE:** A full-service growth agency that enhances the growth of companies by building and implementing solutions in digital marketing, advertising, brand development, lead generation, and exit planning. We have a growing team and a culture driven by creativity, fun and exceptional talent.

**OUR LEADERSHIP:** Our firm was founded by Leamon Crooms III in 2003. He holds a degree in English & Economics and an MBA with a focus on strategy and finance. Over the past 20 years, he has worked with Fortune 100 companies in Europe, Singapore and throughout the US. Today he is applying the knowledge and experience that he has acquired to disrupt the marketing and advertising industry with new processes, tools, and techniques that integrate across channels.

**OUR CULTURE:** We have a startup culture with offices, cool cubes, and a completely collaborative environment. Be prepared for spontaneous breakout sessions at the dartboard, Friday lunches, and all the snacks you can eat.

**OUR CREDENTIALS:** We focus on maintaining a portfolio of satisfied clients and building the best team in the industry. We work with each of our clients to custom build and deliver solutions that drive top-line growth. The results we seek and achieve for our clients are our best credentials. In fact, we hold our “trusted advisor” status with our clients very dear and tend to keep most of our successes private so that our clients can maintain a competitive advantage amongst their competitors.

**THE JOB:** We’re looking for someone “truly exceptional”. If you seek to make this kind of impact, then you may be just the person we are looking for. As the Social Media Manager, you will be the hub of all social media activities for the agency and our clients. Of course, we expect that you will be superior at creating and managing social media campaigns including posting and engaging followers on behalf of the client's brand and growing a supportive community.

Position Requirements include:

**Experience:**

- Expert in using, interacting, and monitoring all social media channels and applications
- Experience running Facebook ads with high performance
- Demonstrated experience establishing and maintaining consumer-focused social channels
- Experience regularly managing employees, interns, or volunteers on your team
- Ability to work on multiple projects simultaneously, simplify complex problems, and focus on priorities
- Experience optimizing campaign activities for various brands

- Excellent grammar and communication skills
- Proven analytical and reporting skills
- Strong knowledge of web analytics platforms and data analysis tools
- A demonstrated ability to build and nurture relationships, both internally and externally
- Ability to think both creatively and practically, both from business and customer service perspectives
- Background or general interest in business and/or marketing
- Experience managing online reviews—monitoring and replying
- Customer service/client experience

**Duties:**

- Maintain and manage social media calendar for multiple brands/clients
- Pitch ideas and conceive, launch, and execute social campaigns
- Manage social media assistants on your team
- Help plan build monthly newsletters via Mailchimp
- Understand and create POVs around emerging platforms and technologies
- Generate, collect and analyze metrics to identify trends and themes, optimize program strategy and content, and prepare social media reports monthly
- Adopt an energetic, enthusiastic, and proactive approach to tasks and challenges
- Strong ability to self-manage projects from initiation to completion
- Be comfortable working on multiple projects in a fast-paced, deadline driven environment
- Proven record of successful previous social media campaigns

**What's in it for you?**

- \$30,000 - \$35,000 per year, experience considered\*\*
- Full time, salaried position
- Advancement and career opportunities
- Health insurance programs
- Paid time off
- Ongoing training and development
- Casual dress code

\*\*Including base wage, commissions and performance incentives if applicable

Indeed, we are looking for a very unique and special person. Are you the guy or gal for the job? If you are, then send your resume, cover letter and anything else you think we might want to see. [\\_](#)

**NO PHONE CALLS PLEASE.**