



Job Title: Digital Content Coordinator

Duration: 4 Month Contract (May 1st to Sept 4th)

Position Reports To: President

Location: 67 Mowat Ave (Liberty Village)

Website: www.theconciergeclub.ca

Position Overview:

The Concierge Club is renowned for our level of excellence, and our unique creative philosophy ensures we produce visions to epic levels. Our team energy orchestrates original celebrations nationwide that are both provocative and impact all senses; resulting in distinct experiences for every guest and client.

We are seeking a skilled social media enthusiast to join our team! The ideal candidate is an eager, highly driven person who is passionate for digital storytelling and creating engaging content on behalf of our agency. They will be trusted with promoting our work through our online channels. This will include the marketing of our events calendar, press releases, newsletters and any updates to our website. Having an ability to write engaging copy and have great teamwork skills to match our vibrant culture is absolutely mandatory!

Roles & Responsibilities:

- Grow The Concierge Club's online presence through content marketing. They will be responsible for the creation of all information for our digital media platforms. Including blog posts, LinkedIn updates and social posts etc.
- Scripting, exploring, proof-reading and developing all communications for the agency
- Identifying and targeting a specific end-user and audience that is important to our clients and agencies brand
- Creating and supervising an independently monitored social media content calendar
- Developing, executing and publicizing The Concierge Club's Marketing and Communications plan digitally
- Writing and producing marketing materials for online distribution. Including credentials presentations, case studies and company website updates
- Coordinating digital invitations and requests and monitoring online RSVP event listings
- Collecting industry best practises and trends for internal staff teaching and to be applied to growing new business tactics that have a digital element
- Tracking and recording social media metrics for in field activations and generating post event metric reports

To apply please email your resume to recruitment@theconciergeclub.ca with the job code "DCC-TCC" in the subject line. Please note only selected qualified candidates will be contacted for an in-person interview.