



DIGITAL MEDIA MANAGER

PART-TIME | REMOTE | OPEN TO ONTARIO ONLY

If you are an experienced digital marketing manager and want to work virtually from Ontario, this may be a great opportunity for you. You would be one of the digital marketing managers for a growing digital marketing agency.

This is a remote, work from home, part-time employment position. This position has the opportunity to transition into a full-time role.

WHO WE ARE

Jennifer Baker Consulting Ltd. is a boutique digital marketing and social media training and consulting agency located in Kingston, Ontario. JBC provides virtual private and corporate social media training, as well as account management services. JBC was established in 2012.

WHO YOU ARE

- Strong communicator and comfortable working with a team
- Excellent eye for quality graphics
- Robust writing and copywriting skills
- Enjoy digital marketing and social media tools
- Positive attitude and eager to assist complete projects
- Able to use your computer to monitor and access social accounts
- Highly organized, efficient, detail oriented
- Creative problem solver
- Comfortable communicating with clients via email

WHAT YOU'LL GET

- Freedom to work flexible hours between 9am-4pm for 15 hours/week from a remote location
- Competitive wage



WHAT YOU'LL DO

- Create customized digital marketing strategies and develop content
- Plan and schedule social media posts, using Hootsuite
- Create custom graphics and videos using Canva
- Research relevant hashtags
- Monitor and manage social media account growth
- Create newsletters strategies and campaigns using Mailchimp
- Point of contact for client via email (phone as required)
- Compose and deliver reports (monthly/quarterly)
- Communicate with the team using Google Chat
- Software and technical troubleshooting issues (as required)

REQUIRED CERTIFICATIONS & SKILLS

- Hootsuite Certified Professional
- MailChimp Certified
- Email Marketing Certified (Mailchimp)
- Email Automations Certified (Mailchimp)
- Experience with Meta (nee Facebook) Business Manager

OTHER CERTIFICATIONS & SKILLS *(not required, but a bonus!)*

- Meta Certified Digital Marketing Associate
- Comfortable using Dropbox
- Comfortable using Asana

HOW TO APPLY

1. Include proof of the required certifications
2. Email your resume to: **socialmedia@jenniferbakerconsulting.com**
3. Use the subject line: **APPLICATION – Digital Marketing Manager**

DEADLINE TO APPLY

Ongoing