



Social Media Community Manager

hello@thecreativeexchange.co | thecreativeexchange.co

Hourly Freelance Role

Estimated 40 Hours per month/10 Hours per week (with room to grow)

Hourly Rate Range: \$20-\$28

Min. 1 year of experience

US based applicants only | EST highly preferred

Duties:

- Community Management
 - Posting all content manually or making sure all brand content that is auto posted via scheduling tools
 - Ensuring no mistakes on posts while posting them
 - Making sure video covers are posted
 - No spelling/grammar issues on posts
 - Etc
 - Optimizing content (i.e. videos that are underperforming, reposting with tweaks)
 - Developing monthly analytics reports
 - Engaging with all comments, tagged posts, and DMs for clients
 - Social listening
- Strategy
 - Helping develop new client strategies (i.e. content series, weekly trending topics, etc)
- Partnerships
 - Utilizing all client partnerships time to work toward their goals. This includes
 - Researching and creating relationships with brands and influencers
 - Handling all influencer contracts and payment negotiations

- Develop creative briefs for influencers
- Manage influencer budget and work with finance team for influencer payments
- Work with content team to ensure brand and influencer content gets posted

What are we looking for...

- Self starter
- Attention to detail
- Analytical
- Ability to Troubleshoot
- Creative and strategic mindset
- Presentation skills (for internal and client facing communications)

What would success look like in this role?

- improving content and posts by optimization
- Catching mistakes before they are made (or quickly thereafter)
- Making sure all content gets posted on time
- No DM, comment, or tagged posts goes unacknowledged
- Growth of clients goals across KPIs and social accounts

How to apply:

- Email your resume to anna@thecreativeexchange.co