



Content Manager

We're Hiring!

hello@thecreativeexchange.co | thecreativeexchange.co

We are looking for a copywriter for our clients social media channels (should be adept in the different channels' styles and voices) to write all copy, as well as work in conjunction with a graphic designer for Content Planning, Editorial Calendar Themes, Creative Visuals, and more.

The Details:

- Part Time (Hours TBD)
- Hourly Rate DOE
- Remote but EST Preferred
- To start: ASAP
- Min. 1 year of social copywriting experience
- Agency experience with CPG background highly preferred

Duties:

- Developing editorial calendars for clients social media channels
- Updating calendars and content direction with graphic designers and community managers based on analytics and trends
- Writing all copy for social media content (captions and in-graphic copy)
 - Including all client edits/revisions
- Developing a strong tone of voice and story for each client (through their copy)
- Coming up with new ideas for campaigns for social media content
- Maintaining our client-facing planning tool and app
- Working closely with your graphic designer and account manager to come up with creative ideas and new content concepts to deliver to the client.

What skills and traits should a copywriter have?

- Attention to detail
- Great grammar and spelling

- Strong writing portfolio/storytelling ability
- Ability to create something from nothing for brands
- Well Organized
- Time Management
- Creative Mindset
- Ability to collaborate and work well with others virtually

What is considered success in this role?

- No spelling or grammar errors
- Client has no or minimal revisions
- Tone of voice feels extremely strong and unique to the client
- Content is regularly updated with trends and changes in the social media world

Interested?

- **Please send an email to:** carly@thecreativeexchange.co (yes .co NOT .com)
- **Subject Line:** I love to write!
- **Please Include:**
 - Resume
 - A few references (Names, Your Position with them, Email Address)
 - Why you would want to work with us
 - What kind of position you are looking for (Full or Part Time)

About The Creative Exchange:

We are a social media agency and content studio based in Brooklyn - mainly working with CPG brands. Check out our [site](#).