



Community Manager

We're Hiring!

hello@thecreativeexchange.co | thecreativeexchange.co

We are looking for a social media community manager that will manage client accounts.

The Details

- Part Time
 - Availability to only manage accounts Mon-Thurs (we have someone who can handle weekends and holidays if you would like those managed on a regular basis)
- Salary/Hourly Rate DOE
- Remote but EST preferred
- To start: ASAP
- Agency experience highly preferred
- Min. 2 years experience

What are a Community Manager's duties?

- Managing all comments and DMs on client social media accounts
- Running weekly analytics reports for all client social media accounts
- Giving insight to what you see on the accounts to the rest of the team
- Making suggestions for new content topics for the client
- Social Listening

What skills and traits should a Community Manager have?

- Tech Savvy
- Creative Mindset
- Highly Organized
- Time Management
- Critical Thinking

Interested?

- **Please send an email to:** hr@thecreativeexchange.co (yes .co NOT .com)
- **Subject Line:** I like to slide into DMs
- **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](#).

The Creative Exchange is an equal opportunity employer that values its commitment to providing employment opportunities to all employees and applicants who apply for employment without regard to race, color, religion, sex, national origin, age, gender, disability status, genetics, protected military and veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.