

Social Media Producer

We are looking for a driven Social Media Producer to attract and interact with the Notable community:

- Building and executing social media strategy and cross-promotional strategy through competitive research, insights, platform determination, benchmarking, messaging and audience identification
- Create, edit, publish and share daily content that builds meaningful connections, conversation and growth
- Set up, manage and optimize company pages within each social media platform
- Optimize Notable original content so that it is engaging on every channel
- Create editorial calendars and syndication schedules
- Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information
- Collaborate with sales team to create superior brand content campaigns
- Conceive, develop and execute branded social content
- Contribute original articles to the Notablelife.com publication
- Conceive, develop and execute original series ideas for social
- Sharpen and define the Notable brand voice through social

REQUIREMENTS

- Proven working experience in social media marketing or as a digital media specialist
- Excellent consulting, writing, editing (photo/video/text), presentation and communication skills
- Demonstrable social networking experience and social analytics tools knowledge
- Demonstrable skills with WordPress, SEO and Photoshop
- Knowledge of online marketing and good understanding of major marketing channels
- Positive attitude, detailed and client-facing with superior multitasking and organizational skills
- Graphic design ability a plus
- Photography skills a plus
- Video editing and shooting skills a plus

Please send your CV and cover letter to: admin@notablelife.com

We appreciate your application. If you have not heard from us within two weeks, we look forward to connecting in the future.