

Creative Support Specialist – Digital Media

The Creative Support Specialist – Digital Media works closely with the Creative Content Manager + Digital Strategist to support digital content development and scheduling for internal and external clients. In this position, you will draft and schedule content for the clients and the agency in addition to monitoring and responding to social media activity across social channels.

You will report directly to the Creative Content Manager + Digital Strategist and work with creative project managers and the design team to develop and deliver excellent and engaging digital content for clients.

Essential Job Duties

- Work with Creative Content Manager + Digital Strategist to create shareable content appropriate for specific networks to leverage target audience interest and build conversations around key messages.
- Draft and post content to social networking sites using buffering applications, such as Buffer, Hootsuite, and other tools, as necessary
- Perform research on current social media trends, tools, and target audience preferences, as directed
- Develop, monitor, and update monthly social media content calendars and weekly/biweekly content documents for multiple clients
- Prepare analytics reports for social and digital platforms
- Respond to social media inquiries about online activities in a timely manner and courteous fashion
- Assist with the updating of client and agency websites using Wordpress content management (CMS)

Job requirements & Qualifications

- Excellent written and verbal skills
- Technical knowledge and understanding of digital and social media platforms, metrics and tracking
- Experience working with Buffer or other content scheduling application
- Ability to learn and adapt quickly in a fast-paced environment
- Excellent customer service skills
- Ability to prioritize given tasks and work efficiently towards completing them
- Strong problem solver and analytical thinker
- Ability to handle the pressure of meeting tight deadlines
- Self-motivated starter, team player, critical thinker, and effective communicator
- A healthy dose of curiosity

Compensation commensurate with experience. Interested candidates should submit a resume, cover letter and portfolio deliverables outlined below to fcg@fcgworks.com.

Portfolio Deliverables

- Sample Blog Post (Personal or Professional)
- Links to Social Media Posts/Channels Managed by the Candidate
- Website Content Sample
- Sample Email Newsletter Content
- Links to two Social Media Accounts the Candidate Admires
 - Must be nonprofit or corporate accounts

About Fahrenheit Creative Group

We are a minority-owned, full service marketing communications firm based in Jackson, Mississippi. We work closely with our clients to develop and deliver strategic communications plans and powerful, creative designs that support their missions, amplify their work, and produce meaningful outcomes.

We firmly believe in equity, justice, community, and learning, which is why we strive to practice and promote those values in offices and advance those ideals through our work.