



# Digital Project Coordinator

## JOB DESCRIPTION



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### ***Summary***

Kaulig Media is looking for a talented digital project coordinator who is innately motivated, organized, and detail oriented. Someone who has some understanding of the world of digital marketing, website design and development as well as a desire to learn digital project management. Plus, someone who is willing to roll up their sleeves and provide support to our account managers and project managers. This person will be primarily responsible for providing project support and as needed leading small projects, ongoing support of managed clients and website content tasks.



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### ***Responsibilities***

Items that you are accountable for in being successful in this role:

- Primarily responsible for:
  - Assist PM and AMs in managing projects and clients.
  - Serve as daily Point of Contact for website project clients or established clients with ongoing service agreements.
  - Initiate TeamworkPM messages, milestones, to-dos, calendar items, conference calls and emails with the client, etc.
  - Proactively coordinate and facilitate calendar of activity: create timelines and track progress of multiple projects making sure that milestones are met, projects remain on time, and internal resources are maximized.
  - Manage task assignments to internal Kaulig Media team members.
  - Be attentive to calls, messages, calendar items, and emails with the clients, etc.
  - Communicate proactively with the rest of the Kaulig Media team regarding your ability to fulfil responsibilities.
  - Be present for and participate in weekly Kaulig Media team meetings.



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### **Requirements**

Items that you bring to be successful in this role:

1. Bachelor's Degree.
2. Preferably be located in the greater Akron/Hudson, OH area.
3. Understanding of productivity tools such as Hubspot, Microsoft Office 360, etc (is a plus, but not required).
4. General understanding of Digital Marketing tools such as Google Analytics, SEO Tools, Hubspot, Google Data Studio (is a plus, but not required).
5. General understanding of CMS platforms such as Wordpress & Umbraco (is a plus, but not required).
6. Willingness and desire to learn from Kaulig Media team members with the purpose of constantly improving.
7. Strong written and verbal communication skills.
8. Extraordinary organizational skills; meticulous work habits.
9. Highly reliable/dependable.
10. Ability to manage simultaneously occurring tasks.
11. Confidence under pressure, particularly while interacting with internal staff and external clients.
12. Proactive and resourceful self-starter attitude
13. Strong leadership and creative problem solving skills
14. Works well with others.
15. Shows positivity and humility.



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### ***Compensation & Benefits***

1. Annual pay to be determined depending on experience. To be distributed weekly.
2. Full time status (40 hours per week).
3. Full health benefits (health, dental, and vision insurance as well as ancillary options including term life insurance, short-term and long-term disability ) are offered. The premiums are 100% covered by Kaulig Companies.
4. Company-managed 401k plan with up to a 4% match
5. 9 Paid Holidays

Kaulig Companies offers regular full-time team members the following paid holidays each year:

- a. New Years' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve Christmas Day, New Years' Eve

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday. Changes to the list of paid holidays may be made from year-to-year. You will be compensated for holidays in accordance with federal and state law.

6. Paid Time Off (Unplugged)
  - a. Paid Time Off annually for full time employment

### ***Next Steps***

Please send resume and qualifications to [careers@kauligmedia.com](mailto:careers@kauligmedia.com)