

Marketing Coordinator - Social Media/Copywriting

Position Overview:

Sendouts is seeking an entry-level Marketing Coordinator to help maintain our position as a leader in the recruiting software space. The position will be responsible for creating content to be used online (blogs, web copy, emails, articles etc...) and manage Sendouts' social media properties. This is a fast-paced position with growth potential at a leading software company in St. Louis.

About You:

You're web and tech savvy with a talent for telling stories. You like to write and understand the audience and the medium you're using to deliver your message. You've had experience managing social media properties for a business and like interacting with new people. You understand that most 'business speak' is boring and unfriendly and want to speak *to* people rather than at them. You truly enjoy creating and pushing yourself and fail just as eloquently as you win. You know how to write for SEO and humans alike.

Key Responsibilities:

- Create content for emails, website copy, ads, blogs, articles, twitter, facebook etc...
- Monitor the Sendouts brand on social media sites like twitter, facebook and linkedin
- Overhaul existing collateral for departments within Sendouts
- Help with special projects such as research papers, surveys and polls

Qualifications:

- Positive, fun attitude
- 4 year degree in marketing, communications or journalism
- Experience writing copy for marketing purposes
- Knowledge of wordpress, MSOffice
- Experience with twitter, facebook and linkedin
- Multi-tasking powerhouse who gets things done