

Social Media Coordinator | Magazine Publisher (Laguna Hills)

Description:

The publisher of *Bella Grace*, *Willow and Sage*, along with nine other beautiful, upscale magazines is looking for someone to spear-head our social media efforts and expand our various brands' online presence. The ideal candidate will be an imaginative writer with the skills necessary to craft copy that is attention-grabbing and effective in calling an audience to action. The ability to produce a high volume consistently, self-edit, monitor results from multi-channel campaigns, and be flexible to make adjustments quickly is a must.

If you are looking for an exciting growth opportunity in a creative field, we encourage you to apply.

Responsibilities Include:

- Managing all social media platforms including, but not limited to, Facebook, Twitter, Instagram, Pinterest, and the company's three blogs
- Generating, editing, publishing, and sharing content (original text, images, and videos) that builds meaningful connections and encourages community members to take action
- Creating and executing a social media strategy through competitive research, platform determination, benchmarking, and audience identification across all media platforms
- Ensuring content is polished, aligns with brand identity, and is free from errors before posting publically
- Monitoring comments and conversations, responding to inquiries, helping to resolve customer-related issues promptly, and addressing problems as they arise
- Tracking the success of cross-channel campaigns and proposing new ideas to boost performance
- Developing strategies and recommendations to generate new business

Education/Experience:

- A degree in a communications-related field and/or relevant experience in a workplace that required extensive writing.
- Social media experience within a professional environment
- Someone who has an eye for aesthetics and can give creative direction to designers in order to achieve highly effective promotional materials is a major plus.

To learn more about our company, visit:

stampington.com | bellagracemagazine.com | willowandsage.com

To be considered, please submit the following to careers@stampington.com:

- Salary history or requirements
- Resume
- Writing samples

This is a part-time position (20 – 24 hours per week) with the opportunity to move full-time based on performance.

Location: Laguna Hills, CA | Compensation: depending upon experience