



Marketing Coordinator - Full Time

Thank you for your consideration to join our team. At Magis Guild, we work with a variety of companies from small to large including family-run, nonprofits, and eCommerce businesses. Many businesses feel stuck because of an outdated brand, stagnant growth, and ineffective marketing. That's where we come in. Magis Guild's mission is to empower businesses and accelerate their growth by providing the right tools for success. Let's make it happen together.

Please send your resume, share your past client experience, and any examples of work and projects that you have worked on to nick@magisguild.com.

Job Description

At Magis Guild, we're searching for a marketing coordinator to work closely with our marketing director. From day one, you will dive into working with our existing clients to help with executing our marketing efforts and further driving client success. You will also assist the Magis Guild team with its entrepreneurial initiatives.

The ideal candidate will have a self-starter attitude and the ability to carry out a variety of tasks. This position will cover a wide range of marketing functions, including communications, digital advertising, website updates, events set up, social media, strategic planning, content strategy, and much more. The

marketing coordinator must be an organized multitasker, able to handle many diverse projects, meet with clients, and manage their task deadlines.

Responsibilities may include:

- Ensuring all client marketing efforts serve to achieve immediate and long-term business goals, identifying and executing improvements for processes, content, and lead generation
- Running audits / reviewing existing client accounts to find opportunities for improvement
- Use project management tools to manage client assets and task management
- Assist in managing social media accounts (Facebook, Instagram, location listings, etc.)
- Help in optimizing digital advertising campaigns in Google, Bing, Facebook, Instagram, and LinkedIn)
- Support the set up and management of website's content / products
- When necessary, build out website pages / modify existing content using site builders such as Wix, WordPress, or Shopify
- Assist designers, developers, copywriter, and any other team members in executing marketing efforts and campaign strategies
- Work with team members to develop new best practices and strategies for better serving clients and Magis Guild initiatives
- Develop new email marketing campaigns through platforms such as Constant Contact, Active Campaign, and MailChimp
- Preparing marketing reports and set up goal tracking through tools like Google Analytics, Google Tag Manager, and Google LookerStudio
- Miscellaneous marketing related tasks that need to be completed

Benefits

- Flexible Work Schedule
- Paid Time Off
- Remote Opportunity
- Dental and Vision Insurance
- Retirement Benefits (IRA)
- Financial Advising
- Student Tuition / Loan Reimbursement

- Performance Based Bonuses
- Positive Work Culture

Learning and Growth Opportunity

We will be available to provide you with critical feedback and challenge you to expand your skill set. My goal is to help you develop a more holistic understanding of marketing and entrepreneurship.

As you have probably realized, this role is very unique from any other position and really requires someone who is a self-starter and okay with wearing multiple hats. If you commit to working with us, then we will do our best to provide you the support you need to expand your skills and experience.

Next Steps

We are excited for the opportunity to work with you! Please thoroughly follow the next steps below:

1. When sending your email, please place the words “AMDG” in your email’s subject line.
2. Provide answers to the following questions:
 - a. Have you worked with managing marketing clients? If so, please describe your experience.
 - b. What are you looking for with a career with Magis Guild? What would a good experience at Magis Guild look like for you?
 - c. Please describe what holistic marketing looks like to you?
 - d. We are looking for someone who is passionate about serving others and making a meaningful impact through their work. What motivates you professionally, and how do you see your work contributing to a greater purpose?