



Digital Engagement Coordinator
Part-time | Remote or Hybrid
Atlanta, Georgia

Ruby Brick is a growing digital communications agency that collaborates with organizations to craft compelling, creative, and data-driven communications strategies for social impact. We partner with our clients to expand their reach, amplify their message, and activate their community in a way that creates deeper, intentional experiences and partnerships.

Ruby Brick is looking for individuals passionate to use their creative skillset and relationship management skills in a dynamic, open, and collaborative environment. At Ruby Brick, we take a “people first,” “remote first” approach to how we work as we collaborate, create, and connect. We are currently looking for a **Digital Engagement Coordinator** to join our team.

Digital Engagement Coordinator Job Responsibilities:

The Digital Engagement Coordinator role leverages administrative wizardry and attention to detail to support team content deliverables for clients’ communication strategies. The role will report to the Lead Communications Strategist to support technical delivery and management of client communications, working on multiple client accounts simultaneously.

This role is a part-time, flexible position, primarily remote, averaging 10-20 hours per week. Atlanta-area staff meet in person approximately 1/month.

Content & Engagement Management

- Proof, format, and schedule social media content, including posts on Meta, LinkedIn, and other platforms
- Proof, format, and schedule client content, including emails, blogs, etc. on platforms like WordPress, Squarespace, MailChimp, Constant Contact, etc.
- Research and implement tagging of client partners, industry hashtags, and other best practices as directed
- Manage, monitor, and respond to conversations, comments, and direct messages across client social media channels, blogs, or websites
- Update profiles and websites as directed
- Track engagement analytics
- Some possible design work, such as creating IG story slides or editing reels as directed

Team Collaboration

- Proactively communicate availability and bandwidth to take on projects and deliverables in alignment with weekly allotted hours

- Collaborate with team members to deliver content, support client engagement, and adapt to feedback
- Be an active participant in team meetings and gatherings
- Lead with a people-first perspective; assume good intent, collaborate, be transparent and accountable

Skill Knowledge, Experience, and Expertise:

- Ability to work independently and communicate proactively with team members across roles.
- High attention to detail.
- Firm commitment to deadlines.
- Ability to balance multiple priorities and streams of information.
- Knowledge of social media platforms and how to use them.
- Experience formatting emails in software such as MailChimp
- Research and problem-solving skills
- Confidence with Google Suite (Docs, Sheets, Slides, etc)
- Familiarity with Asana a plus
- Familiarity with website CMS, such as WordPress, FinalSite, SquareSpace, etc.
- Experience using Canva for graphic design and video editing a plus

Benefits:

- Compensation: Hourly pay starting at \$15/hour
- Flexible Work Schedule: average 10-20 hours per week
- Paid holidays

What Next:

If you are interested in this position, please email hello@rubybrick.com with the subject line “Digital Engagement Coordinator.” Please include your resume (or LinkedIn profile) and answer the following three questions:

1. What is your experience working with social media platforms?
2. What drew you to apply to Ruby Brick?
3. There are 3 mistakes/inconsistencies in this job description. What are they?

We will follow up directly with you. The timeline for this position is November/December 2023.

Equal Opportunity:

Ruby Brick is an equal opportunity employer committed to hiring a diverse workforce at all levels. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.