

**Title: Account Coordinator**

Classification: Part-time

Deadline to apply: April 20, 2023

Preferred start date: May 15, 2023 or sooner

About the Company

Brasfield Communications is a small, woman-owned strategic communications and community outreach firm based in Auburn, AL. We partner with clients across the country including utilities, non-profits and educational institutions to support their projects and initiatives and help them reach their goals. The work we do has lasting benefits and provides a variety of opportunities for growth and development. We pride ourselves on providing clients with the highest level of service, professionalism and work product. No detail goes left unnoticed.

The Account Coordinator will report directly to the Owner/CEO.

Summary of the position

The Account Coordinator will assist with a variety of functions for both clients and the business. Depending on the skillsets and desires, tasks may be adjusted to best align for success and growth opportunities for the Account Coordinator. Brasfield Communications is a fully remote firm serving clients across the country. The Account Coordinator will begin as a part-time employee with the potential to grow into a full-time role if the desire and skills are present.

Responsibilities

Key responsibilities:

- Assist with client requests for various accounts as assigned. Activities may include:
 - Running, compiling and creating reports on a variety of metrics.
 - Assist with content and collateral development.
 - Prepare meeting agendas and assist with documentation.
 - Preparing social media posts for client needs and projects.
 - Assisting with outreach and communications related to client needs and projects.
 - Assist with both in-person and virtual event planning and coordination.
 - Provide strategic overview and recommendations based on client needs and projects.
- Assist with business relationships and possible business development. Activities may include:
 - Drafting content and copy for social media posts, emails and blog posts.



- Monitoring channels for potential new business opportunities.
 - Assist with proposal development, as needed.
 - Developing social media calendars and strategies for the business.
- Duties, responsibilities and activities may change or new ones may be assigned at any time.

This position will not have any supervisory or financial responsibility.

Qualifications

Required skills:

- Ability to clearly, concisely and accurately convey information across multiple channels/medias.
- Proficient in AP style writing.
- Attention to detail and pride in final work product.
- Initiative to run a project from start to finish.
- Organization and time management.
- Interest in providing strategic advice and recommendations.
- Comfortable with public speaking and leading conversations when needed.

Recommended skills:

- Meeting and event planning/coordination.
- Familiarity with various programs including:
 - Asana
 - MailChimp
 - WordPress
 - Notion
 - Canva
 - Microsoft Suite – primarily PowerPoint, Excel and Word
 - Zoom/Teams
- Basic to advance familiarity with Adobe CC is a plus.

Work Environment

This position is being hired fully remote. If local to Auburn, AL there may be increased opportunities to meet in-person but no physical office hours or location is required for this position. Weekly virtual check-ins will be performed regardless of physical location. Clients are located across the United States and this position must be able and willing to work across multiple time zones including Eastern, Central and Mountain.

**Compensation and benefits**

The Account Coordinator will be paid per hour at a rate of \$12-\$15/hour, depending on experience. This role is anticipated to be between 15 and 20 hours a week. There is potential to increase hours with future projects.

How to apply

Email cover letter, resume, one to two writing samples and two to three references to Melissa Brasfield at melissa@brasfieldcommunications.com. Please include files as PDF attachments only and include "LAST NAME_Account_Coordinator_Application" in subject line.

Candidates will be notified via email to schedule an initial virtual call/interview. Depending on applicant's location either an in-person or virtual formal interview will follow with successful candidates.