



## Community Manager

Term of Contract: 12 Months (Renewable)  
Closing: October 13 2017

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### Description

Messy Nussy Chic is an ambitious online magazine that brings offbeat, historical, and experience-based content to life. Enjoyed by a global audience, we're looking to hire a capable Community Manager that will enhance our audience's experience and build and even stronger relationship with our brand and content.

We're looking for a well-organized, experienced and creative communicator to fill this role. You should have experience growing nascent and established online brands and be an active user of social media, and have a "customer comes first" attitude.

The Community Manager's objective is to develop and execute social media growth and engagement strategies that align with the organization's unique objectives, deliverables, and timelines. You will also manage our exclusive Ambassador Program and be responsible for engaging with customers, answering and directing questions from all channels.

Tasks will include using existing tools and services to automate posting, streamline follower replies and messaging, encourage follower engagement, and create organic content based on each project's specifications and production schedule.

To achieve these goals and tasks, the Social Media Manager will coordinate directly with Messy Nussy's Management Team and support staff, including writers, content marketers, developers, and staff to ensure a successful delivery of each project.

### Responsibilities

- Engage and interact with online audiences on multiple social platforms with a consistent brand voice to generate personal relationships with followers
- Maintain social media status reports that cover milestones, deliverables, timelines, recommendations and concerns, to be delivered to the Management weekly.

- When requested, participate in weekly client meetings to provide updates on the social media aspects of the project and any relevant issues or recommendations.
- Develop and execute the social media plan for the project based on specific deliverables, milestones, and scheduling objectives.
- Provide feedback and recommendations to Management during regular meetings on how to make the business more efficient and achieve goals faster and more cost effective.
- Use all internal practices and platforms securely to satisfy the responsibilities of this role in a responsible manner.

## **Skills and Qualifications**

Qualified candidates for this position will have enhanced organization and marketing capabilities. They should have experience working remotely, the skills needed to communicate brand messages, to achieve objectives, and to deliver timely results.

The following is a further explanation of the skills and qualifications required for this role:

- One or more years experience managing social media for online brands
- Good organizational skills and the ability to multi-task and prioritize
- Ability to work remotely with team members in different time zones
- Excellent verbal and written communication skills
- Problem solving and decision making skills
- Experienced with online products and services

How to Apply

- Please send your resume to [chris@messynessychic.com](mailto:chris@messynessychic.com)

Position Type

- Contractor/Regular Remote