



ADRENALINE SPECIAL EVENTS

JOB OPENING: SOCIAL MEDIA COORDINATOR

Adrenaline Special Events is looking for a talented Social Media Coordinator to create and maintain a strong online presence for our company. Your role is to implement online marketing strategies through social media accounts. If you are a tech-savvy professional with an interest in communicating through online channels, we would like to meet you. As a Social media coordinator, you will develop original content and suggest creative ways to attract more customers and promote our brand. Ultimately, you should be able to increase web traffic and customer engagement metrics aligned with broader marketing strategies.

Social Media Coordinator Job Responsibilities:

- Execute a results-driven social media strategy.
- Develop and curate engaging content for social media platforms for all ASE/SHRS/APT events.
- Assist in the creation and editing of written, video, and photo content.
- Attend events and produce live social media content.
- Maintain unified brand voice across different social media channels.
- Collaborate with marketing team to create a social media calendar.
- Monitor social media channels for industry trends.
- Review analytics and create reports on key metrics.
- Assist in the development and management of social media marketing and influencer marketing strategy.

Social Media Coordinator Qualifications / Skills:

- Passion for social media and proficiency with major social media platforms and social media management tools
- Proficiency with video and photo editing tools, digital media formats, and HTML
- Excellent social listening skills
- Ability to understand historical, current, and future trends in the digital content and social media space
- Strong copywriting and copy editing skills
- Top-notch oral and verbal communication skills
- Impeccable time management skills with the ability to multitask
- Detail-oriented approach with ability to work under pressure to meet deadlines

Education and Experience Requirements:

- Bachelor's degree in marketing or a related field
- 1-3 years of experience with social media marketing or content development

- Direct experience using social media management tools (Hootsuite, Sprinklr)
- Experience with Microsoft Office (Excel, Outlook)
- Experience with Adobe Creative Cloud (Photoshop, Premier Pro) or equivalent digital media editing tools a plus.

*Please e-mail cover letter and resume to Adrenaline Special Events:
events@adrenalinespecialevents.com*