

Category:

Digital Media

Position/Title:

Digital Project Coordinator

Details:

Do you want to be part of creating a better experience where you live, work, and play? Why not grow with a company where you are not just an employee but where you can be an owner?

Founded in 1948, Eagle Communications is a Kansas-based media company. The company operates 31 radio stations in Kansas, Nebraska, and Missouri. In addition to radio, the company offers online solutions, web development, video production, and creative services, all for the purpose of supporting the communities we serve to grow and remain vibrant.

Our digital team is seeking an experienced and self-motivated **project coordinator**.

This position is critical to providing regional digital campaign and project management and will be instrumental in maintaining team organization and communication with not only other employees but also with external clients.

Location: This position is flexible across our company footprint.

Vacancy Type:

full-time

Salary:

\$28k-\$38k

The selected candidate will receive compensation commensurate with experience, along with a competitive benefits package that includes health insurance, a 401(k), paid vacation, and an employee stock ownership plan.

Date Posted:

9/7/2023

Closing Date:

10/7/2023

City:

St. Joseph

State:

Missouri

URL:

<http://www.eagleradio.net/careers>

Experience:

The ideal candidate will possess excellent communication and customer service skills, the ability to meet deadlines, and be a creative problem solver. Being able to use Microsoft Office Suite as well as having general computer knowledge for day-to-day business is a must. Having experience using social media like Facebook, Instagram, and TikTok is beneficial for this role. Certifications, achievements, experience, and/or a degree in digital advertising are a plus but are not required.

Responsibilities:

Job responsibilities include coordinating and assigning team members to meet digital ad trafficking and creative needs, gathering project requirements, and providing updates on project progress to clients and the web development and design team. The project coordinator also will be responsible for providing administrative support to team members and updating management on project progress as needed. This position is responsible for aiding in the running of campaigns on a variety of digital platforms alongside other duties as assigned.

Additional Information:

The company is accepting applications until the position is filled. The selected candidate will be required to pass a criminal background and motor vehicle check. Eagle Communications is an employee-owned company and an EEO employer.

Contact:

Apply at <http://www.eagleradio.net/careers>

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