



Wonder Cube

"Why be a square when you can have a cube"

925 Camino De La Reina
San Diego, CA 92108
(619) 299-5072

Social Media Coordinator

22nd January 2019

Job Overview

Location: San Diego, CA

Reports To: Carla Hernandez & Seidy Villalobos

General Job Description

As the Social Media Coordinator, you will need to think creatively. Obsessed with the world of 'digital,' and understand the social media landscape. In charge of administrative tasks include building a content strategy, developing brand awareness, generating inbound traffic and cultivating leads.

Duties & Responsibilities

You will to maintain all social media accounts consistently and boost social media engagement. You will be responsible for improving Wonder Cube's marketing plan while managing a team.

- Keep up with the latest trends
- Build long-term relationships
- Administrate social influencer marketing campaigns
- Set benchmarks and analyze data

Qualifications

- Bachelor's Degree preferably in Communications, English, Public Relations or Marketing
- Must have 1-2 years of relevant experience
- Knowledge of the ever-evolving social media landscape including: influencers, platform identification and usage and timely knowledge of trends.
- Proficiency in Microsoft Office Suite, Canva and cursory knowledge of Adobe Suite (InDesign, Photoshop) and WordPress
- Must be an HBSA and ULSA paid member
- Additional Documents: Resume, Cover Letter, LinkedIn

