

# Epic Notion | Content Marketing Coordinator

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Epic Notion is a full-service digital marketing agency. We blend strategic thinking with creativity and the latest technology to help clients build their brands through meaningful customer engagement. Our team of talented marketers, designers and developers are passionate about building brands and connecting people.

The Content Marketing Coordinator will assist the Content Strategist in managing the creation, editing, optimizing and posting of content for websites, landing pages, social media channels, blogs, video production, e-books and more. The ideal candidate will be highly organized with a great attention to detail, deadline driven and possess well-rounded editing and proofing skills.

## Responsibilities:

- Develop content strategies and plans centered around client goals and performance metrics.
- Write and/or edit various types of content for websites, landing pages, social media channels and more.
- Manage external content creators such as freelance writers, writing services and video producers.
- Manage content calendars to ensure content is being produced on time, on budget and on strategy.
- Work closely with SEO team to optimize on-page content to improve organic search rankings
- Work closely with Social Media and Web Development teams to meet various content needs.
- Assist in the posting of various content pieces to websites, blogs, social media accounts, etc.
- Help ensure that content pieces maintain a consistent brand voice and tone for each client.
- Assist with monitoring and reporting on the effectiveness of various content marketing campaigns.

## Qualifications:

- Bachelor's degree in journalism, communication or marketing preferred.
- 2+ years of experience managing content specifically for digital marketing campaigns and projects.
- Experience editing and proofing a variety of content for digital marketing needs.
- Proficient in WordPress and other content management systems for posting to websites and blogs.
- Excellent verbal, written and visual presentation skills.
- Organized and self-motivated with great attention to detail and quality.
- Proficiency with Google Analytics and social media analytics is a plus.
- Agency experience working with multiple clients is a plus.
- Video editing skills are a BIG plus (show us your video work).
- Canva and graphic design skills are a BIG plus (show us your design work).

## Our Offering:

- Hybrid work schedule with both remote and in-person days.
- Full suite of health benefits including medical, dental, vision, disability, life insurance and more
- Company matched 401(k)
- Annual profit sharing bonus program
- Paid vacation, Holidays and personal/sick days
- Continuing education and skills training opportunities
- A great team that values talent, integrity, hard work and family
- Collaborative, creative office environment in desirable Southend in Charlotte, NC

## How to Apply:

Please send introductory email and resume via attachment to [careers@epicnotion.com](mailto:careers@epicnotion.com).

