



Example of Digital Content Coordinator Job Description

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Our company is growing rapidly and is hiring for a digital content coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for digital content coordinator

- Significant understanding and knowledge of digital landscape
- Coordinating various marketing activities across the department
- Prepare departmental meeting agendas and distribute to the meeting participants
- Provide support in gathering and tracking materials that will be included in Film Maker Decks
- Document meeting notes, track follow-up activities and providing weekly status reports
- Maintain Asset Status Report to ensure digital content deadlines are met
- Provide support on specific digital creative content film campaigns
- Regularly research competitive landscape and identify areas of opportunity within the social media and digital eco system
- Participate in cross-functional and ad hoc projects and analyses as needed
- Develop and maintain proposals, collateral and many other materials related to marketing

Qualifications for digital content coordinator

- Experience with Social Media (TweetDeck, Facebook, Twitter, Instagram)
- 1-2 years working with high-level executives, talent and producers in Scripted Television at a major production company, television network or agency
- Experience working with digital video content

- Minimum three years' experience in a publishing or digital environment