



Example of Digital Content Coordinator Job Description

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Our company is searching for experienced candidates for the position of digital content coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for digital content coordinator

- Maintain open lines of communication within the organization and provide prompt answers to requests in a clear, concise, and timely manner
- Provides administrative support to the Director of the department
- Arranges complex travel plans and itineraries, compile documents for travel-related meetings
- Supporting Vice President and senior team with calendaring, scheduling, and travel to keep the team moving
- Assisting development of presentations for creative pitches, both internal and external with clients, agencies, and partners
- Supporting creative for content marketing projects, including ideation, research, and some execution
- Working with production companies, agents, and talent for development projects
- Coordinating internal and cross-team communication with weekly and monthly status updates
- Assisting with research on industry innovation
- Production assistant duties for in-house video shoots

Qualifications for digital content coordinator

- Intermediate or Advanced Microsoft office (Word, Excel, PowerPoint)
- Strong background in the Digital space

- 2-4 years of experience in a web based
- Content and image research (stock photo, agencies, web)