



Example of Digital Content Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of digital content coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for digital content coordinator

- Work closely with colleagues in the content programming team, marketing, sales
- Deliver reporting and insights across all platforms back to the commercial and content teams
- Work closely with Marketing team to align and maximize promotions and marketing campaigns
- Support the Digital Content Manager in all aspects of managing the digital platforms including web, apps & mobile
- Other admin tasks as required, such as reporting for finance, to ensure smooth operation of digital properties
- Assess risks and communicate status to stakeholders and delivery teams
- Ensure creative consistency across all channels
- Scheduling, monitoring and recapping digital campaigns
- Maintaining and communicating local and regional digital inventory with Digital Sales Management
- Sales Operations for execution of SLATE products – direct email, contesting, graphics

Qualifications for digital content coordinator

- Experience with Mura CMS a plus
- Proven strong written and verbal communications skills
- SAP, SQL knowledge preferred
- Right Attitude to do hard work