

## Account Manager

694 Queen St. West, Toronto, Ontario, Canada  
DN Digital Agency Inc.

### Position Details

Job Level: Entry Level or Junior  
Job Category: Communications, Marketing and Public Relations  
Remote Work: Hybrid (2 days in office a week)  
Job Type: Full Time  
Compensation: \$45,000 annually  
Start of Work Term: August 1, 2023  
Trial: 3 Month Contract before moving to full time contract.  
Required Attachments: Resume, Cover Letter, Content Samples  
Number of Open Positions: 1

### Description

The Account Manager acts as an administrative and creative support for the Sr. Account Manager, providing back-end support for reporting, community management, creative planning, content creation, and influencer + brand engagement.

We're looking for someone who would like to join our creative and out-going team, work a few days in office, have experience with social media channels, and get excited about growing local brands' audiences!

### Core responsibilities:

- Assisting on tactical execution for 3-4 accounts at any given time, integrating social media management and influencer + brand engagement opportunities, according to each account's scope of work
- Executing social media posting on all social platforms including ongoing engagement and organic follower-building
- This role will have client facing responsibilities
- Contributing to strategic planning and ideation on new accounts
- Assisting with influencer engagement outreach and research
- Creating forward thinking mobile video content for each brand (eg. holidays)
- Working collaboratively with your Sr. Account Manager to create social media calendars for all respective social channels including visual and written content
- Executing social media posting on respective social channels including but not limited to Facebook, Instagram, Twitter, Pinterest, Youtube, TikTok, Google and Bing.
- Being available to capture and work on our experiential events, brand engagements/co-branding activations, and influencer marketing campaigns
- Building and maintaining relationships with writers, editors, bloggers, on-air personalities, producers, influencers, and other notable individuals
- Tracking media hits, social media mentions, and relevant data that goes into our monthly client reports
- Provides relief for Sr. Account Manager when required, and acts as a support when needed
- Other duties and special projects as assigned

Are Working Towards or Have Earned Any of the Following: Undergraduate Degree  
Studied at least one of the following subject areas: Business and Management : Advertising, Media and Marketing : Communications

### **About datenightdigital agency:**

DN Digital Agency Inc is a premier social media agency that serves as a one-stop shop for all your social media needs. We are dedicated to helping brands thrive in the digital landscape by delivering impactful and engaging social media strategies. Our customer-centric approach puts the community at the heart of everything we do, ensuring that every brand we work with connects authentically with its target audience.

At DN Digital Agency Inc, we believe in pushing boundaries and constantly exploring innovative ways to amplify your brand's voice. Our team of experts excels in creative ideation, crafting compelling social media content, and implementing effective growth strategies. We understand that each brand is unique, and we tailor our services to meet the specific needs and goals of our clients.

With a specialized focus on industries such as hospitality, stay & travel, food & beverage, and entertainment, we possess in-depth knowledge and expertise in these sectors. Our comprehensive suite of services includes social media content creation, community management, media relations, online advertising, and more. We work tirelessly to ensure that your brand's message resonates with your target audience across various platforms.

Partnering with DN Digital Agency Inc means gaining a trusted ally that is committed to your success. We are passionate about helping businesses thrive in the ever-evolving digital landscape, and our dedicated team will work closely with you to develop a tailored social media strategy that drives results. With our expertise and your brand's vision, together, we can create a compelling online presence and forge meaningful connections with your audience.

[www.datenightdigital.com](http://www.datenightdigital.com)

Send your resume, cover letter and work examples to [josh@datenightdigital.com](mailto:josh@datenightdigital.com)