

datenightdigital

Account Coordinator

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: 2-3 Days in Office, Hybrid.
Job Type: Full Time
Compensation: \$45,000 Annually
Benefits: after 3 months of employment
Start of Work Term: September 1, 2026
Required Attachments: Resume & Cover Letter
Number of Open Positions: 1

Description

The Account Coordinator is responsible for Social Media Management, Community Management and Content Creation on each of the accounts maintained. They act as support and report into their Account Manager with oversight from their Account Director. They attend client meetings and keep notes, and play a vital role in account maintenance and upkeep.

Core responsibilities:

- Tactical execution for 4-5 accounts at any given time, integrating all our services including Social Media Management, Influencer Engagement, Strategy, and Content Creation (both graphic and video) according to each account's scope of work
- Executing & managing all social media posting on all social platforms (including but not limited to: Facebook, Instagram, Twitter, Pinterest, Youtube, TikTok, Google and Bing) including daily community management with our Sprout Social platform and native apps
- Support the Account Manager on content creation for each account which includes graphic, video, photo that is added to the "Content Pool" and scheduled by your Account Manager. This includes proposed copy and hashtags. This responsibility of which types of content to focus on is assigned by your Account Director
- This role will have some client facing responsibilities
- Contributing to strategic planning and ideation on accounts
- Sourcing influencers and UGC creators as needed for the accounts, and managing the social media comms between influencer and brand (Account Manager to handle email communication) your Account Director handles all final decisions and strategic planning here before client review, and is responsible for contracts
- Creating forward thinking mobile video content for each brand and supporting on brand shoots
- Actively seeking out trends and recreating them frequently to align with brand guidelines
- Being available to capture and work on our experiential events, brand engagements/co-branding activations, and influencer marketing campaigns
- Supporting your teammates on brand shoots and activations
- Building a supportive community and relationship for each of the brands we represent - this includes daily engagements with other accounts i.e. comments, follows, etc.
- Routinely checking Direct Messages, comments, and brand mentions

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- Engage on all social platforms including customer support, addressing customer concerns, and providing additional support
- Assist in creating a better customer support experience by listening to customer feedback and concerns, and relaying information back to the team to help fine-tune marketing strategies
- Adverse events responded to in a timely manner and report completed
- Contribute to weekly status reports and monthly reports as assigned by Account Director
- Provides relief for Account Manager when requested or when on vacation
- Attending weekly status meetings with datenightdigital internal team, as well as weekly status meetings with client
- Be in office in Toronto 2 x per week unless otherwise specified by your direct supervisor
- Other duties and special projects as assigned

This role requires flexibility in working hours, including weekends and holidays, to meet the demands of the position.

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

Send your resume & cover letter to info@datenightdigital.com