

NOW HIRING

CREATIVE AGENCY SEEKS PROJECT COORDINATOR

If you are super-organized and can juggle multiple projects and changing deadlines, you can play a key role on the team at our growing agency. This position combines office management, print buying and traffic management for the branding, website and design projects we manage for local and national clients. Think budgets, proposals, creative process, invoicing and a lot of vendor and client communications.

You should thrive on variety and a fast-paced, collaborative environment. You should be able to easily switch tasks, put out fires and feel comfortable answering the phone, talking to clients and vendors.

You will need to ensure all projects stay on track from start to finish, on-budget. You should be passionate and strategic-minded. You will work directly with the creative team to ensure projects are on time.

- Professional communication skills and attention to details are required
- The ability to adapt to changing priorities are a must
- Experience in the creative process: branding, web development, email marketing, media buying and print production are helpful
- Cheerful problem-solving skills with some tech savviness is a plus
- Collaborative and team player; willing to stay late and come in early is best
- Ability to provide leadership to internal team and vendors is desired
- Writing and eagle-eye proofing skills is necessary
- Social media, SEO, analytics, Wordpress, InDesign, MailChimp or PR knowledge all a plus
- Any experience in QuickBooks online is useful

Position has growth potential and can be a self-determined career path. Requirements include a Bachelors degree, 2–3yrs experience (more experience will also be considered). A candidate with strong communications skills and a confident, professional approach to teamwork in a small agency setting is ideal.

Eight Moon™ is an award-winning creative firm located in Saint Paul's Vandalia Tower. Eight Moon specializes in brand development, web and graphic design for consumer, business and nonprofit clients (a mix of local and national brands).



DETAILS

Full-time, in-office position, regular work-days hours. This position is not WFH or hybrid – in office hours are required.

Our newly renovated office in the Vandalia Tower offers a coffee shop, brewery, and free parking.

Conveniently located between the 2 cities off of I-94.

Our team is tight-knit and collaborative and moves quickly.

Health care, dental and STD/ LTD, SEP IRA benefits available.

Salary based on skill level.

TO APPLY, RESPOND TO MEGAN@EIGHTMOON.COM WITH THE FOLLOWING: COVER LETTER, RESUME & SALARY REQUIREMENTS.

SUBMISSIONS NOT MEETING THESE REQUIREMENTS WILL NOT BE CONSIDERED.

CONTACT INFORMATION:

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