



Job Title: Production Coordinator

Company: /newsrooms

/newsrooms is seeking a full-time production coordinator to join its growing team. The ideal candidate will be a detail-orientated self-starter with a passion for creativity. This individual will be part of a team that creates social media content for our corporate clients and brands.

Responsibilities:

- Liaise with the senior team, editorial and analytics team to identify and define project requirements, scope and objectives
- Prepare project proposals, timeframes, schedules and budgets
- Execute project deliverables, including visuals, video, gifs, related social media visual assets, and website development
- Recruit, train and manage freelance contributors with appropriate skills for projects
- Communicate with project stakeholders including clients to execute on project deliverables

Qualifications:

- University or College Degree
- 3 to 5 years working experience in project coordinator or similar position
- Highly proficient in the creation of visual assets for FB, Twitter, Snapchat, etc. using AdobeCS
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Deadline driven with the ability to succeed under tight deadlines and under high pressure
- Proven ability to work effectively both independently and in a team-based environment
- Experience with media and/or journalistic best practices, social media and/or marketing is an asset
- Effective communication skills including verbal, written and presentation skills

If you are interested in joining our core team, please send your content samples, resume and cover letter to: jobs@newsrooms365.com

About /newsrooms:

/newsrooms is a network dedicated to providing continuous content marketing and social media coverage for brands. Headquartered in Toronto, Canada, /newsrooms works with brands to cover a wide range of topics and industries.

To learn more about /newsrooms visit www.newsrooms365.com or follow us [@newsrooms](https://twitter.com/newsrooms).