

April 2022

# RO Team Opening: Content and Project Management

*Rare Oath is seeking a new team member in the area of Content and Project Management. The successful candidate will be tasked with helping to build and maintain brands through the planning, creation, and delivery of print and digital content. Our company philosophy and structure have been built on flexibility and collective energy to benefit our clients and provide a rewarding team culture. As such this role has some room for re-imagining based on the qualified candidate's interests, skills, and desired position details. To get the conversation started, here are some of our wish list items for this new team member.*

## **Collective Energist: Content and Project Management**

Key Responsibilities:

- Cross-platform content strategy support
- Social media content pipeline planning
- Post creation and management
- Coordination with designers and other partners to complete deliverables
- Tracking project completion and/or performance for client status meetings
- In-take of client requests
- Light copywriting and editing
- Research to support client initiatives
- Proposal and new business support

Required Tools:

- Asana
- Excel and PowerPoint
- Google Analytics
- Adobe Creative Suite (Proficiency preferred)

Skill Development Opportunities:

- Google Analytics reporting
- UpContent and HootSuite
- Wix and InDesign (for updating existing bodies of work)
- Survey Monkey set up and reporting
- Social Media Audience Creation and Paid Activity Set-Up

Commitment:

- Minimum 20 hours/week (in-office and remote)
- Freelance or salaried, pending final details of role and schedule

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To apply, please send your résumé and related work samples (optional) to: [katy@rareoath.com](mailto:katy@rareoath.com).