



Digital Media Coordinator

Explore Communications is a media buying and planning shop that constantly strives to redefine our industry. We are known for being creative, innovative and completely different. The nature of our business requires a strong work ethic and can-do attitude. The pressure can be high but the challenge is always rewarding. This perspective carries over to doing great work for our clients and agency partners.

We are seeking someone passionate about media that is driven by hard work and happy clients and coworkers. We need a Digital Media Coordinator that has experience in all forms of digital media. Top candidates will have the following traits and abilities:

- One to two years of experience specifically in digital media
- Ability to work with multiple planner-buyers on a variety of clients with tight deadlines
- Experience with media buying software (we use STRATA)
- Very strong Microsoft Office skills
- Proficient with DoubleClick Manager (or other digital trafficking tool)
 - Help generate Floodlight Tags
 - Traffic digital campaigns
 - Pull and aggregate weekly digital reports for a variety of clients
- Experience in building and optimizing paid media campaigns across variety of social platforms
 - Facebook, Instagram, Snapchat, Twitter and Tik Tok
- Experience in creating and optimizing paid search campaigns in Google and Bing
 - Help create weekly and monthly client reports with optimization recommendations
- Extreme attention to detail
- Creative thinker
- Positive attitude, especially when under pressure
- In-charge presence while still being a team player
- Desire to help shape the company and grow with us
- Open communication style, comfortable with a totally transparent culture
- Hard worker, career oriented, in media for the long haul
- Excellent interpersonal and social skills
- Fast and always with quality results
- Media rock star

Salary/Benefits for full time position:

- Salary range: \$40,000 – \$48,000
- Health and Dental insurance offered

- Short and Long Term Disability insurance coverage
- 401k Plan with employer contribution match
- Two weeks paid vacation time

This is a full time position to be filled as soon as we find the right candidate. No phone calls please. Submit resume and letter of qualifications to Mindy Gantner at mindy@explorehq.com.