



Community & Media Manager Position Overview

Community & Media Managers (CMMs) at Raidious are essentially tasked with creating remarkable short-form content, and strategically distributing that content across all client platforms. CMMs are trusted to own each of their client's social media presence and proactively work towards client goals/objectives established in the planning process.

A significant part of a CMM's responsibilities include finding creative and exciting ways to distribute content for our clients. This includes strategically planning paid distribution buys, as well as placing those buys. Thoughtful consideration and detailed management of these buys is critical to client success. We are looking for a CMM who is Google Adwords certified and interested in becoming an expert in Paid Search.

Community & Media Managers are ambitious rockstars at Raidious. We have high expectations, and aspirations for individuals that accept this challenge!

Essential Job Functions:

- Create short form content for social media pages
- Social Media monitoring
- Social Media moderation
- Creative Idea generation
- Native Advertising management
- Google Adwords Campaign management
- Some production art design elements
- Data analysis
- Report building
- Other duties as assigned

All employees are required to sign a non-disclosure agreement and non-compete agreement with Raidious LLC.

Reports to the VP, Production

Requirements:

- College degree
- Strong communication skills
- Strong writing skills
- Strong understanding of popular social media platforms
- Google Adwords Certification
- Strong understanding and respect for deadlines
- Basic to Intermediate design skills
- Knowledge of current interactive marketing best practices
- Project management skills
- Ability to work a fast paced but flexible schedule at 40 hours per week
- Ability to work remote outside of typical business hours (Some Raidious clients require work hours on evenings and weekends)
- Independent worker with ability to complete assigned tasks, and manage a complex and fast-paced production schedule.
- Ability to peer train and develop your teammates as needed.

Support:

- Raidious will provide a computer for the duration of your employment, as well as any rationalized software licenses. Upon termination of employment, all equipment will be returned to Raidious. A hardware purchase option may be granted in the case that the employee would like to retain possession of hardware.
- Raidious will also provide a work station at Raidious Control.
- Raidious will provide open dialogue regarding scheduling and available work, and be sure to inform employee of any shift changes or shortages.
- Raidious will provide help and training with specific certifications and software skills needed to perform job functions.

Compensation:

- Based on experience

Benefits:

- Raidious provides a company medical policy.
- Raidious does not have a vacation policy. We expect employees to maintain a positive work-life balance.
- Raidious encourages all our employees to take at least one full week off annually, completely unplugged from the office with absolutely no contact with work allowed via phone, email, or any other means.
- Raidious has no policy on physical location. You may work from wherever you are most productive, although each employee is expected to be available during Eastern Standard Time office hours (9a-5p EST).
- Reimbursement of business mileage (unlimited) and business expenses (\$50 monthly personal expense limit).
- Any conflicts will be examined individually, and Raidious reserves the right to request that the employee not work on a competing account, or to deny employee work on a conflicting Raidious account.

Expectations and Company Culture:

- We expect you to be productive and profitable while you're at work. We expect you to be proactive, positive, and professional at all times.
- We expect you to be open and transparent - there is a zero tolerance policy for politics in this organization. Really.
- We expect you to push back when you disagree. We expect you to contribute your best thinking when you have a better way.
- We expect you to be open-minded and considerate of other people's perspectives. We expect you to support the team and lead by example.
- Raidious practices Servant Leadership. Managers work for those they manage -

not the other way around.

- Raidious is a meritocracy. Those who perform well will be rewarded accordingly.
- Raidious is a company of devout capitalists, and we will expect you to embrace profitability - not as an end, but as a means.
- We expect you to help us make this the best job you'll ever have. We hope you use this opportunity to learn and grow both personally and professionally.

We hope you'll join us on this adventure.

Accepted: _____ Date: _____
Employee

Accepted: _____ Date: _____
Manager