

THE
CONNECTION
SHOP
marketing co.

Freelance/Contract Project Coordinator & Account Manager

The Connection Shop, a Kansas City-based marketing company, is expanding its team of trusted freelance and contract team members. This is a flexible, remote contract position (average of 15 - 25 hours per week). This energetic, positive person will be responsible for account management and project coordination, from basic calendar tasks to account leadership.

A note from the company's CEO and Director of Brand Strategy:

Hey there! I'm Sarah, and I'm growing my amazing team. Picture one part Leslie Knope and one part Peggy Olson, and that's me. I began this as a one-woman freelance show, and I still pinch myself when I think of how far we have come. Celebrating our 13th anniversary in 2024, we're a six-figure company specializing in strategic communications and employer branding.

Our work includes marketing strategy, copywriting and content, design, branding, web and marketing execution. Our diverse clients range from transportation logistics to education, nonprofits to B2B software, banks to mental healthcare, the list goes on.

Love flexibility and being your own boss, but eager to be part of a joyful team? In this role, you'll report to both our Operations Manager and me, working collaboratively with our team of contract creatives. If you can keep this busy team organized, deliver excellence to our clients and grow the business, it's a win!

The ideal candidate:

- Loves those they serve
- Brings an optimistic, cheerful, kind attitude each day (Debbie Downers need not apply)
- Is discerning, conscientious, self-aware and trustworthy in representing The Connection Shop brand
- Requires no micro-managing, takes initiative and thrives as a plug-and-play professional
- Has an innate knack for organization, systems, processes and efficiency
- Loves to learn, enjoys research, willingly Googles to find solutions and loves feedback
- Likes relationship-building and client interaction
- Thrives in a wide variety of responsibilities, and confidently pivots among different tasks
- Must be committed to a long-term contract opportunity
- Is based in Kansas City – and if not, available for work and Zoom meetings during Central Time business hours (However, you can complete most assignments whenever it works for you)

Potential work and assignments may include:

- Project management, including deadline tracking and progress management
- Client stewardship, prospect stewardship and business development
- Meeting preparation and post-meeting debriefing, including agenda creation and report writing
- Document management, including formatting, setup, collation, etc.
- Executive support, including calendar management, appointment setting and email communication
- Strategic marketing, including marketing calendar management, leadership and execution
- Client correspondence, including weekly updates and project briefing assembly
- Other duties as assigned (because you'll find opportunities to help the business grow!)

Requirements:

- Demonstrated track record or background in strategic communications, marketing or account management – this might include a formal degree, on-the-job training or self-taught expertise
- Experience with the following tools:
 - Microsoft Office, especially Word, Excel and PowerPoint
 - Google Suite, including Gmail, Docs, Sheets, Drive and Google Calendar
 - Project management platforms, like ClickUp, Asana, AirTable or Basecamp
 - Social media platforms and scheduling tools
- Professional verbal and written communication skills, including strong grammar
- Superior attention to detail!
- Desire to be part of a team: While not a traditional retainer or employee, we're looking for a professional committed to long-term freelance/contract work, not project-based
- Confidence in working with clients and multiple team members
- Committed to a long-term contract position
- Business development and relationship-driven sales competence

Compensation will be hourly, and payment will be made on a monthly basis via digital invoicing (Square platform preferred). Compensation is commensurate with experience. Starting compensation rate can range from \$18 to \$23, with much opportunity for promotion and growth. As our team helps grow this company, the rewards are always shared.

Please apply by email to sarah@connectionshop.com with the subject line "Project Coordinator & Account Manager - Spring 2024." Make the case for why you're a great fit! Applications are due Friday, March 22, 2024. Attach your cover letter and resume as PDFs. In your cover letter, please share an experience that illustrates your organizational and project management abilities. Final candidates will be asked to participate in a videoconference interview (or in-person if you're Kansas City-based) and provide two references.