



ACCOUNT COORDINATOR

BLNKPG is a marketing agency focused on agriculture clients. We are seeking an account coordinator to work with our account management team on client efforts. The account coordinator will be asked to participate in client meetings and will engage with team members on developing and executing client work on a regular basis.

WHY WOULD YOU WANT TO WORK HERE?

We've got the perfect mix of start-up, small agency chutzpah with been-there, done-that agency life lessons. We've got a niche, we believe in it, and we're dedicated to growing smartly within it. We believe in working hard, celebrating successes, and supporting each other. We find skills and hone them, we find weaknesses and challenge them. We enjoy what we do.

ROLES AND RESPONSIBILITIES:

- Provide day-to-day client service and support
- Participate in team brainstorming and strategy sessions
- Copywriting: collateral, press releases, social posts, media outreach, etc.
- Develop and implement approved business plans: social, direct mail, email, etc.
- Provide assigned project oversight, including proofreading, routing, spec sheet creation, etc.
- Create and assess metric reports for goal achievement
- Learn project-tracking system and manage project workflow

APPLICANT REQUIREMENTS:

- College or university graduate (*business, communications, marketing, technical, or agricultural degrees preferred*)
- Some communications, journalism, or marketing background is preferred
- Background in agriculture is ideal, but not required
- Ability to learn quickly in a fast-paced setting
- Ability to work independently, as well as with a team
- Ability to manage changing priorities and use time effectively
- Track record of setting goals and measuring success metrics
- Organized, detail-oriented problem-solver
- High verbal and written communication skills
- Willingness to learn new subject matter on a regular basis
- Social media and digital savvy



POSITION LOCATION:

- Fully Remote
- Quarterly, in-person all-team meeting attendance required
- Must be able to travel for client meetings - less than 20% of time
- Must have valid driving license