



## // Project Coordinator

### ▼ Company Information:

- Artistry Labs is a ministry-based consulting, design, technology, and marketing firm. We specialize in work for churches, ministries, and Christian organizations all over the world. We provide a fun and fast-paced environment that offers work on a wide range of projects.

### ▼ Job Overview:

- Artistry Labs is looking for a gifted Project Coordinator who shines with strong writing skills and a drive for implementing engaging social media strategies. As a highly process-driven firm, we are looking for someone to champion our processes. The ideal candidate will enjoy creating relationships with both fellow team members and clients while overseeing the successful execution of creative and strategic projects. This team member will also have excellent grammar skills and thrive at converting great ideas into well written content for both Artistry Labs and our clients. Lastly, we are looking for a candidate who will bring fresh energy and enthusiasm to our social media efforts, managing our various platforms and ensuring an increasing, engaged online audience. This position is best suited for someone who is a self-motivated, flexible team player well suited for a fast-paced, deadline-oriented environment.

### ▼ Job Function/Responsibilities:

- Coordinating project responsibilities with designers, videographers, programmers, and the account services team, ensuring that all projects are delivered on time within budget and scope (approximately 20 hours/week).
- Assisting the team with writing content for brand briefs, client promotional materials, and website content (approximately 10 hours/week).
- Coordinating social media and marketing efforts for the company (approximately 8 hours/week).
- Fulfilling special projects as requested (approximately 2 hours/week).

### ▼ Qualifications:

- 3+ years of Project Coordinator experience required
- Bachelor's degree, preferably in design, branding/marketing, or business management
- Print production, pre-press, and Adobe Creative Suite knowledge is preferred
- Solid understanding of grammatical rules, love for strategic thinking, and enjoyment of flushing out great ideas
- Experience working with social media platforms

### ▼ Positions Details:

- Full-time hours of 8:30am-5:30pm Monday-Friday. Salary based on experience.

### ▼ To Apply:

- Learn about us at [www.artistrylabs.com](http://www.artistrylabs.com) and apply online at [www.artistrylabs.com/careers](http://www.artistrylabs.com/careers). Our mission should be something that you can embrace with passion.