

**Employer:** RISE Results Business Services

**Job Title:** Website and Social Media Coordinator

**Position:** Permanent, full time

**Location:** Work from home or from our Sydney office

**Schedule:** Mon - Fri 9AM-5PM with occasional evenings & weekends as needed

**Start Date:** As soon as possible

**Salary:** \$41,000 - \$45,000 starting salary



This role is made for someone who is full of creative ideas, thrives on timelines, and is committed to outstanding results. You're creative, dependable, and comfortable juggling different kinds of work in a fast-moving environment. You know how to make content look good, sound good, and stay on brand. You manage your time well, and bring steady progress and stability to the team. You're also someone who values clear communication, strong relationships, and work that supports real people and communities.

## Key Responsibilities

- Develop and implement social media strategy across various industries
- Create graphics
- Write creative content
- Manage social media posting schedules across all social platforms
- Design, update, and maintain websites using WordPress and related templates

## Qualifications

- Proven successful experience in driving conversions through social media marketing
- Experience with Adobe Creative Suite including Illustrator, Photoshop, Acrobat Pro
- Working knowledge of WordPress
- Strong writing and editing skills
- Ability to manage multiple tasks and deadlines
- Strong attention to detail
- Ability to work independently and as part of a collaborative team

## How to Apply

Please send your resume, a short cover letter, and samples of relevant work.

**Noelle@riseresults.com**

## About RISE Results

RISE Results Business Services is a business development and marketing company with the best clients! We work with businesses, Non-profit organizations, Indigenous communities and organizations, and government agencies. Our primary lines of business are marketing, web development, content creation (including photography and videography), market research and business development, and event management.