

Account Coordinator / Job Description

CornerPost Marketing, a creative agricultural-based marketing and communications agency based in Fort Dodge, Iowa, is growing their team and client roster. They are seeking an Account Coordinator to direct the creative marketing work of some of the best clients in the ag industry.

The Account Coordinator (AC) collaborates with the Account Services Team and the agency partners on the development and execution of all creative campaigns and individual client projects, whether assigned by client and/or other agency partners. The AC is primarily responsible for ensuring that the agency output meets the agency and client objectives, meets client deadlines, and achieves the CornerPost Standards. The position will also work directly with many team members, from creative to contracted to leadership, to fulfill successful projects and ensure smooth execution of client needs.

The ideal AC must thrive in a high energy, fast-paced environment, have exceptional organizational skills, a proactive attitude, excellent people skills and a sincere interest in marketing and agriculture. To succeed in this role, the right person must be able to anticipate obstacles and have a sense of initiative, urgency and grit.

At CornerPost, as an AC, the role may manage internal teams, outside services and timelines, but will also play an active role in the creative and strategic fulfillment for client projects. The position will require a strong understanding of, and involvement in, the agriculture industry and how best to deliver messages across multiple platforms and outlets.

We creatively solve challenges.

We never stop learning.

We are passionate about agriculture.

Key Responsibilities:

- Support the accounts team in daily management of multiple clients' marketing and communication programs and projects, including daily communication with internal teams and clients to provide project updates, organize client feedback, manage timelines, and present new solutions for the client and agency
 - May include onsite visits and travel to clients or industry events
- Coordinate alongside account team the creative strategy, implementation, planning of client projects and brand strategies
 - Includes leading internal teams and outside services or contractors
 - Facilitate and schedule meetings
 - Administrative duties such as reports, project documentation, client billing, emails and phone calls

- Remain detail-oriented and highly organized with the ability to oversee internal teams, delegate tasks, manage print production, and assist with general account administration including budgeting and billing
- Execute marketing communication skills and tasks to complete projects which may include, but not limited to: writing, designing, digital marketing, social media, public relations, event planning and website management
- Strengthen client relationships through support of the account team and professional representation of CornerPost
- Manage project fulfillment via project management software
- Continually seek new ideas and ways of improvement, betterment and evaluations for client, CornerPost and self

Skills & Expertise:

- 2+ years in agriculture and marketing or communications or public relations
- Solid understanding and appreciation for the agriculture industry is a must for this position
- Exhibit an understanding in multiple areas of marketing and communications, ranging from traditional to digital, writing to designing, presentations to ad placement, with a desire to continually seek new solutions and education on new marketing practices
- Ability to facilitate client communication, showcase strong presentation skills and foster long-term relationships that help grow CornerPost and their services
- Ability to work well under pressure and in a fast-moving environment with multiple projects
- Self-motivated with the ability to recognize where to take initiative and take next steps to solve problems in a timely manner
- Remain creative and energizing while also detail-oriented and organized
- Ability to manage teams and inspire motivation and continual improvement

Expectations:

- Remain engaged in the ag industry, and those of other client industries, to understand who's who, trends and establish a strong network
- Readiness and desire to learn new skills
- Ability to take initiative and present new ideas that foster growth and strengthen the culture of CornerPost
- Desire to better both personal self and others
- Willingness to assist other projects or team members
- Show a strong commitment to agency, team and clients

Travel: Some travel will be necessary for projects, client meetings and events. Mileage will be reimbursed at the regulated rate. Other travel costs are normally covered by the employer.



Compensation & Benefits

- + competitive salary
- + group health insurance options- percentage covered by employer
- + dental and vision insurance coverage
- + cell phone stipend
- + flexible PTO/paid holidays
- +401(k) program with employer contribution
- + Work hard + Play hard & purpose-driven team culture**

Submit Resume to:
Afton Holt, President
afton@cpostmarketing.com
515-835-9528