



Community Manager



Our team is now growing and we are in search of an amazing COMMUNITY MANAGER!

Erin On Demand is a brand strategy and social media marketing company that takes the boring out of branding. It was created by and for the passionate entrepreneur looking to grow and thrive with their business. We empower side hustlers, business owners and content creators to create stand-out brands on their websites and social media through our Top 3 pillars:

- **Social Media Marketing**
- **Brand Strategy**
- **Productivity**

The eBrand Club is EOD's flagship membership community of over 700 goal-getters who are ready to take their brands and creative content marketing to the next level. We provide in-depth lessons on branding, business, and entrepreneurial mindset, and serve as an accountability support vessel for budding entrepreneurs. The club is lit... and we're ready to take it up several notches with our new edition to the team!

Job Title: Community Manager

This role will support our paid membership community as well as act as point-of-contact and liaison for members and guest speakers.

Please read through the full job description below to determine if you will be a good fit for this position and then follow the application process.

Responsibilities: The Community Manager's primary responsibility is supporting and encouraging members on their side-hustle and entrepreneurship journey.

You will provide resources and answer questions with compassion, encouragement, and motivation.

Qualities: We're looking for someone who has high energy, is passionate about supporting people, and loves to bring creative ideas to the table. He/she thrives when interacting with others and enjoys being a team player. Down for some coffee, wine, and can crank out work in a quick turnaround time. This candidate is someone who takes well to direction, yet enjoys leading.



Primary responsibilities include:

Administrative Support:

- Booking guest speakers
- Creating graphics for community events
- Manage customer service emails
- Maintain Kajabi back-end & keep updated for members
- Send out reminders for monthly membership events

Community Support:

- Post engaging content
 - Create challenges and other monthly activities
- Serve as point of contact inside of the community
- Spend 30 minutes daily engaging with members
- Cross-check and approve Facebook group requests
- Track and store Facebook testimonials
- Available for increased hours during open enrollment (3-4 times per year)

Programs Used:

- Canva
- Kajabi
- Zoom
- GMail
- Hootsuite

Scope of work:

- 10-15 hours per week
- Pay rate at \$25/hour

Application Instructions:

If you'd like to be considered for this role, please complete the application linked below!

[CLICK HERE TO APPLY !](#)