

# SOCIAL MEDIA COORDINATOR

Marc Heu Patisserie Paris is looking for a creative, organized, and socially savvy **SOCIAL MEDIA COORDINATOR** to join our marketing team! In this role, you will support our Social Media Manager in managing content across platforms, engage with our online communities, assist with influencer coordination, and contribute to content creation. This is a great opportunity for someone who's passionate about digital storytelling and building authentic online connections.

## Details:

- Hours: Full-time
- Pay: \$15-\$20 DOE

## Requirements:

- Preferred 1+ year of experience in social media, content creation, community management, or a related role (internships count!).
- Proficiency with TikTok, Instagram, Facebook, and content scheduling tools.
- Strong written communication skills with an eye for brand voice.
- Comfort with basic video editing (such as CapCut).
- Familiarity with Canva or similar design tools.
- Basic understanding of social media metrics and KPIs.
- Highly organized, proactive, and detail-oriented.
- Ability to work both independently and collaboratively.
- Bonus: Experience working with influencers or moderating online communities.

## Skills:

- Effective Communication
- Team Oriented
- Passionate
- Thorough and Organized
- Professional
- Punctual

## Job Responsibilities:

- **Content Creation for TikTok**
  - Plan, shoot, and edit short-form videos tailored to our brand tone and audience.
- **Community Management**
  - Engage with followers on our social media platform and manage interactions within our Facebook Group. Moderate discussions, respond to comments/messages, and maintain a positive and on-brand voice.
- **Post Scheduling**
  - Assist in planning and scheduling content across platforms using tools like Meta Business Suite.
- **Influencer Coordination**
  - Communicate with influencers for partnerships, product gifting, or collaboration opportunities. Maintain organized communication and tracking.
- **Social Media Reporting**
  - Assist in compiling monthly social media performance reports. Track KPIs and flag trends, wins, and areas of improvement.
- **Design & Photography Support**
  - As needed, contribute to creating simple graphics using Canva and capture brand-aligned photos for social use.

[Click HERE to apply](#)

Marc Heu Pâtisserie Paris LLC, provides equal opportunity employment to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristics protected by federal, state or local laws.

COVID-19 considerations: No interactions with customers. All kitchen staff are currently vaccinated.