

## **Job Description** **Associate Manager, Consumer Engagement**

We are looking to add a super organized, detail oriented, collaborative, resourceful, fast-thinking, multi-tasking all-star to our cabal of the same. Your role will be to assist senior leaders in the development and execution of outstanding, non-traditional consumer marketing campaigns for local, regional, and national clients.

What is 206? Recognized as one of the best places to work in Washington, we are a rapidly growing eleven-year-old non-traditional marketing agency based in Seattle. Our client roster is peppered with the biggest of international brands and many regional brands, for which we assemble creative, comprehensive campaigns. Many of our clients have been with us for years, and keep coming back for more. Our new clients quickly become a part of the family.

Key responsibilities and required skills include:

- **Project Management:** Work closely with senior account leaders to manage project details and logistics from start to finish. This requires excellent organization and prioritization skills, including the ability to multi-task, prioritize, and apply resources effectively in a fast paced, dynamic environment. The ability to recap any project, agenda, or meeting is necessary.
- **Marketing strategy and tactics:** Demonstrate a passion for, and knowledge of marketing fundamentals. This requires developing knowledge of each area of agency expertise, and of important trends in the marketing landscape, in order to contribute to the development and implementation of successful, cutting edge campaigns. Strong knowledge and experience with social media is essential along with excellent news release and social media writing. Brainstorming and the ability to collaborate on new ideas are essential.
- **Communication:** Provide clear and actionable information related to projects. This requires excellent written and verbal communication skills, including the ability to present ideas effectively and communicate with clients, vendors, press, and others on the phone, via email and in person. In some cases, it may require implementing and maintaining systems to ensure the smooth flow of information.
- **Accountability and initiative:** Ability to deliver work on time and as promised. This requires a great work ethic and being a self-starter. Ideal candidate is ambitious and willing to provide assistance whenever and wherever needed, including possible nationwide travel on short notice. Will be responsible for wearing many hats and succeeding in several different roles on projects.

**EXPERIENCE: We're looking for someone with a love for consumer-focused marketing, social media, branding, and advertising. One to two years of related experience in a full service advertising agency is ideal, however we will consider recent graduates with related intern experience. Ideal candidates will have a proven ability to multi-task and prioritize, as well as stellar organizational skills. Strong PowerPoint and Excel skills are a must.**

If you are interested in the position and meet the requirements listed above, please send a cover letter and resume to [careers@206Agency.com](mailto:careers@206Agency.com). Hint: If you'd like to rise to the top of the pile, please include in your cover letter brief and specific examples of times when you achieved success related to the four areas of responsibility mentioned above (project management, communication, marketing strategy and tactics, and accountability and initiative.)