



BRAND COORDINATOR

Hourly Independent Contractor

ABOUT US:

We're on a mission to 'spread the chill' by providing luxurious confections to take the edge off after a long day. Ensuring quality and authenticity through small-batch, handcrafted CBD confections, Molly J. offers a cutting-edge wellness experience that is equally delicious as it is beautifully packaged. Available in both a low-dose version of 25mg and a high-dose version of 50mg, our flagship confections CBD gumdrops are made with simple ingredients by a local chef in small batches to ensure consistency in both dosage and quality.

ABOUT YOU:

We're looking for a design snob, a witty wordsmith, and an obsessive learner to join the team as our first Brand Coordinator. You'll manage our external communication while upholding our brand philosophy including customer service, social media and newsletters, brand ambassador management, and overall community messaging. As a small start-up, we're looking for someone who can wear many hats, has a strong curiosity for learning, is a self-starter, and can be dependable to take the reins when necessary.

As a company founded by a Mom, we understand the need for flexibility and a work/life balance so this position will have the autonomy to work on your own schedule as long as deliverables are met. Attendance at the office is not required, but occasional trips in for face-to-face meetings are preferred.

RESPONSIBILITIES:

- Track and respond to all inbound customer inquiries, working with the order fulfillment team for important details.
- Create and post regularly to our social media accounts, responding to direct messages and comments, as well as engaging with other pages to increase audience.
- Stay on top of trends and creative methods to showcase our products online.
- Create and send out monthly newsletters to our general audience and our club members.
- Create and send out regular newsletters to our affiliate network with updated assets, sales, etc.
- Organize and attend local pop-ups and events to promote Molly J.
- You will receive training and clear documentation of all processes and procedures in addition to regular communication to ensure success on the job.

REQUISITES:

- Passion for great customer service and organized with a great work ethic.
- Eye for design and visual layouts in creating social media posts and newsletters.
- Strong curiosity to learn with a self-starter attitude.
- Must be dependable and show up to work on agreed-upon times and handle customers' orders with care.
- Must have computer skills and strong knowledge of social media features.
- Must be flexible, adaptable and enjoy being part of a growing company.
- Attention to detail, enthusiasm for the scrappy start-up mentality.
- Live in the San Francisco Bay Area, Marin local a plus.

...BRAND COORDINATOR, cont'd

ADDITIONAL JOB DETAILS

- This is a part time position paid at \$25 per hour.
- Onboarding and training of current systems will be provided.
- If a good fit, position may broaden into a wider role at the company taking on more strategic projects.
- Please note: this is an approximation and may vary based on actual work flow.

molly jones