

## Technical Project Coordinator - SEO (Content)

### Summary

We are looking for a Project Coordinator to contribute to and help facilitate our operations in the US. You will be supporting our Account Managers and team members with new accounts and support our already established client base in North America.

### We are looking for a Project Coordinator with:

- SEO knowledge and work experience
- Digital marketing and digital planning skills, including scheduling
- Communication, journalism or campaign management skills are welcome
- An analytical, data-driven approach to problem-solving
- A flexible, collaborative, and candid approach to working with the rest of the organization
- Experience setting expectations with clients and managing timelines and deliverables, we are looking for someone with proven client facing experience
- Excellent communication skills with clients and with your team members

### Key Responsibilities

Work with industry leading SEO and Digital Growth experts at Improve; play an active role in the team and help drive results that matter

- Keep clients engaged and informed by communicating progress, performance and next steps
- Manage and oversee budgets - liaise with Project Managers as well as the Heads of Operations and Sales to grow the client and budgets together
- Utilize your analytical, online marketing and presentational skills to ensure that our deliverables (presentations, recommendations, meetings) meet the business need of our clients and provide feedback to the Account Managers
- Help create presentations that best communicate data insights and strategies to clients on all levels from CEO to Content Specialist
- Help prepare presentations for Improve SEO Workshops together with the team; ensure all participants walk away with tangible results and actionable follow-ups
- Ensure high-quality standards as well as timely delivery of all deliverables
- Work with an international, multicultural team around the world and ensure smooth collaboration and leadership on a variety of projects and industries from Fortune 50 companies to startups
- Learn from smart people in international, challenging companies with major brands such as Red Bull, Volkswagen, NBC Universal or American Express

## Requirements

- BA or BS degree
- Digital Marketing / SEO experience
- Improve works with industry leaders who know the growth space in and out - first class analytical skills are required in order to master growth
- Project and time management skills; ability to juggle multiple responsibilities in a fast-paced, results-oriented environment.
- Native English required; additional language preferred
- A “can-do” attitude and commitment to meeting and exceeding client expectations
- Dynamic and engaging personality with a hands-on mentality and a passion for leading clients to success

## Location

New York Metro Area (highly preferred); remote work is available

## Benefits

Improve is a young, ever growing SEO company where nothing's carved in stone. Together with the Co-founders, Head of Consulting, Head of Sales and our Account Managers, you will guide Improve's next direction.

- Work on the most exciting challenges and projects 10x growth strategies for world leading startups, turning around traditional companies who missed the digital train and turn them into rockstars, fixing SEO issues nobody else was able to fix.
- Work across our 3 global offices (New York, Madrid, Vienna) on projects and transfer knowledge on a daily basis.
- SEO drives up to 70% of the revenue for many of our clients - learn how to use SEO as a business growth tactic
- Access to unique Google and SEO insights
- Opportunity to grow with the company to a Project Manager role
- 20 days paid time off per year in addition to public holidays
- Comprehensive Health insurance paid by the company
- 401k Plan
- 5 sick days
- Flexible working hours
- Relocation assistance (if necessary)

**Base Pay Range** \$50,000 - \$60,000 annually, with bonus potential