

Online Manager – 6 Month Contract

Do you have a love for online business and marketing? Are you interested in personal development and a healthy lifestyle? If so, this could be your great opportunity for you to grow.

If you know green juices and superfoods inside out, and equally have a passion for all things online – facebook, instagram, youtube, blogging and websites are super fun to you too – then keep on reading.

As Online Manager you will closely work with Amanda Daley and her team to create and syndicate online content. You will be managing a key new area of the business, and will be responsible for effective and timely execution of the related projects.

You are the right candidate for this position if you are resourceful, possess excellent organisational skills and love online marketing.

You might even have studied to be a Health Coach yourself but have decided that coaching might not be your exact cup of tea. Yet you still desire to make a real difference in the world by spreading the word of good health and lifestyle.

We offer a flexible work environment with high values of health, wellbeing and personal growth – and at the same time, we are driven and passionate about our work. We work hard and rest hard ;-)
We're on a big purpose-driven mission and are seeking a new team member who is as passionate to make a real difference in the world of health and wellbeing.

As some of the work will be in-person with Amanda at this stage we are only accepting applicants who live in Sydney.

Six month initial contract – with possibility for ongoing extension.



Responsibilities

1. Managing day-to-day operational aspects of a new online project.
2. Managing websites, blogs and newsletter marketing.
3. Developing online content.
4. Marketing strategy and planning – in collaboration with Amanda.
5. Research, innovation and testing.
6. Overseeing online content production.
7. Community management.
8. Ensuring project documents are complete, current, and stored.

Requirements

1. Working knowledge/experience with WordPress or Squarespace.
2. Good understanding of social media and a love for all things 'online'
3. Enjoys creating a sense of community amongst groups of like-minded people.
4. Strong organisational skills.
5. Go-getter, self-motivated attitude.
6. Passionate about health, personal growth and online marketing.
7. Excellent English speaking/writing skills.
8. Works well with a team.
9. Is capable of taking responsibility of a project and perform self-sufficiently.
10. Experience with Video Editing, Copywriting and/or Graphic Design would be a plus. While these are not essential skills we'd certainly love to see what you can bring to the table to give that added edge to an upcoming project.



Apply Now

Your application must include:

1. A written résumé and a video cover letter. Record yourself speaking in a 2-3-minute video and upload it to YouTube. Highlight your passions, motivations for applying, and your love for both health and the internet. Tell us how your skills and expertise would contribute to this stellar team. Be specific – we love hearing the nitty-gritty of your unique super powers!
(Video is our preferred way to hear about you but if video truly terrifies you we get it – a written cover letter is the alternative)
2. Include in your résumé links to blogs, websites, or writing you have created so we can see proof of your talents.
3. Include your start date availability
4. Include your salary expectations

Please submit applications to: support@amandajdaley.com