



# Method Mortgage

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The Marketing Coordinator will play a vital part in the growth of our company, by finding new top of funnel leads and nurturing our existing database of clients. This role is responsible for maintaining our brand across all marketing platforms and raising brand awareness in the local community. It will play an important part in all aspects of marketing, including website, content and blog creation, email marketing, local events and social media.

Key responsibilities:

- Manage company email marketing account; this will include writing and sending email marketing, monthly surveys and coordinating a quarterly newsletter with input from loan officers.
- Assist in blog content, working closely with our staff, to help identify hot topics and current pain points in the local real estate market.
- Edit and write website content, as well as additional one-off content projects
- Maintain company social media accounts, schedule posts, reply to comments and inquiries, while looking for ways to become more “social”, engaging with other local businesses and real estate professionals.
- Identify and support a company presence at local industry events.

The ideal candidate is a self-motivated individual, with great attention to detail and a high level of organization. Do you love lists, color coding, and editing? Then this might be the perfect fit for you!

Qualifications:

- Excellent written and verbal communication skills
- Bachelor's degree or equivalent experience
- 1-3 years' experience in marketing or brand management
- Strong knowledge of using social networking platforms to drive leads and revenue

This position will be assisted by management to identify priorities, target audiences and content for publication. There is a great amount of room for professional growth for this individual, as they learn the business and take on and initiate more campaigns and projects on their own over time.

Method Mortgage offers a pleasant work environment, competitive compensation and excellent benefits package; including health insurance and 401(k) with employer match. Method Mortgage is an Equal Opportunity Employer. Please visit our website to apply: <https://methodmortgage.com/careers/>