



Social Media Manager (Remote, Contract)

About Us:

Key Concepts Marketing is a La Vernia-based agency entering its sixth year of business. We're growing quickly and looking for a self-motivated, detail-oriented social media manager to support a variety of client accounts.

What You'll Do:

- Create monthly content calendars using provided rubrics and brand guidelines
- Write clear, engaging captions for a range of industries
- Design social media graphics using Canva
- Stay current on trends and best practices (paid training available)
- Follow internal workflows and meet deadlines in Asana
- Respond to emails within 24 hours on business days
- Attend quarterly virtual team meetings (encouraged but not required)

Details:

- Flexible hours (must be available for occasional daytime communication)
- 100% remote
- 1099 contract | Estimated 20–35 hours/month
- Pay based on experience
- All necessary software is provided

Requirements:

- Prior experience managing social media (portfolio required)
- Excellent grammar and attention to detail

- Experience with Canva and CapCut
- Self-starter with strong time management
- NDA and non-compete agreement required