

Social Media Account Coordinator

Interweave Media Group | London, ON

Interweave Media Group is seeking a Social Media Account Coordinator to facilitate the social media strategy and account coordination for multiple clients across our roster, keeping their content sharp, their channels active, and their accounts running smoothly.

ABOUT THE ROLE

In this role, you'll be the day-to-day engine behind our clients' social media presence. You'll help shape and execute social strategy across a portfolio of accounts, keep content calendars on track, and coordinate the moving pieces between clients and our internal team. This is a role for someone who lives and breathes social media, stays organized under multiple deadlines, and enjoys being the connective tissue that keeps clients and creative work in sync.

KEY RESPONSIBILITIES

- Facilitate social media strategy and day-to-day account coordination for multiple client accounts
- Develop and execute social media strategies across platforms (Instagram, Facebook, LinkedIn, TikTok, etc.) tailored to each client's brand and goals
- Create, schedule, and manage social media content, including copywriting, coordinating visuals with our creative division, and community management
- Maintain content calendars and ensure deliverables are met on time and on brief across all assigned accounts
- Coordinate communication between clients and internal teams, keeping projects moving and everyone aligned
- Engage with audiences and manage community interactions to grow and strengthen each client's online presence
- Monitor social media performance; track key metrics and contribute to clear, meaningful client-facing reports
- Stay current on platform trends, formats, and best practices to keep client content fresh and competitive
- Support client meetings, status updates, and reporting alongside the broader account team
- Collaborate with internal teams (creative, strategy, leadership) to ensure client needs are understood and met

WHAT WE'RE LOOKING FOR

- 2–4 years of experience in a social media, marketing coordinator, or account coordinator role, ideally within an agency environment
- Strong sense of social media strategy, brand voice, and visual direction across multiple platforms
- Proven ability to create compelling, platform-native social content

- Experience managing multiple accounts or projects at once without letting details slip
- Familiarity with social media scheduling and management tools
- Comfortable managing online community engagement and client interactions
- Exceptional organizational and time-management skills
- Strong written communication skills with an eye for quality and accuracy
- A self-starter mentality with a collaborative spirit

WHY JOIN INTERWEAVE?

- We boast a collaborative, creative team environment where your ideas are heard
- Collaborative and creative team environment where your ideas and input are genuinely valued
- Opportunity to work with a diverse range of clients across multiple industries
- Competitive compensation based on experience and skill set
- Remote-first team environment with a virtual office setup and flexible work structure
- Full-time position based in London

HOW TO APPLY

Visit interweavemediagroup.ca/careers or email your resume to info@interweavemediagroup.ca.
Please note that only select candidates will be contacted.