



Job Title: Social Media Coordinator & Community Manager at Safi Media

About Us:

Safi Media is an education and coaching company on a mission to double the number of women entrepreneurs who sustainably scale past \$1M in annual revenue by 2030. We have been recognized globally for our work with women leaders and entrepreneurs.

Role Overview:

This multifaceted role combines social media management with outbound lead follow-up. As a key member of our team, you will be responsible for creating engaging content for our social channels, nurturing our audience, and facilitating sales opportunities through effective communication and relationship-building via social media.

Key Responsibilities:

- Engage in DM conversations with our followers on multiple social platforms
- Schedule calls with qualified prospects
- Provide daily and weekly reports on performance targets
- Engage with and talk to prospects via zoom.
- Collaborate to optimize sales and marketing efforts
- Create engaging content weekly for our social channels including LinkedIn Instagram and Pinterest.
- Craft compelling captions for social content
- Schedule social media content
- Design captivating graphics, carousels, and REELS to enhance our social media presence
- Collaborate with Founder to co-write engaging captions that drive follower engagement and action.
- Execute social media engagement tactics *(Including but not limited to responding to comments, DM's and engaging on prospect posts & stories)*

Skills and Qualifications:

- Proven experience in social media management, with a focus on Instagram.
- Exceptional copywriting skills, capable of crafting compelling and engaging social media captions.
- Proficiency in tools such as Canva
- Basic video editing skills
- Willingness to learn and take initiative in a fast-paced environment.
- Strong sense of accountability and reliability.
- Experience in sales via chat is a plus but not a requirement.
- Excellent communication skills and the ability to build rapport with prospective clients.



- Empathetic listener with a passion for cultivating meaningful relationships.
- Ability to hold professional and empathetic 1:1 conversations on zoom.

Work Schedule:

This is a full-time position with a 90-day trial period. The ideal candidates must be available during daytime hours in the Eastern time zone in Canada or the US.

If you are a fun, creative and driven individual with a passion for social media and relationship building, we invite you [to apply](#) and become part of our innovative team.

In return, we offer a competitive salary, plenty of paid leave, and the ability to do meaningful work with a group of exceptionally smart, talented and funny people. We work hard and laugh harder. We get results. We reflect deeply and learn. We are compassionate and tough.

Employment Type: Full-time

Location: Remote (Canada or US) - Eastern Time Zone

Position Closing: Friday June 7th at midnight

Application form: [HERE](#)