

ACCOUNT COORDINATOR

1609 Marketing – Ellisville, MO (Hybrid)

Full-Time | \$22-\$24 per hour, based on experience

ABOUT THE ROLE

At 1609, our clients work side by side with the people doing the work. They know our team by name, we know their business, and that relationship is the reason they stay with us. What we need now is someone to keep it all moving.

As our Account Coordinator, you're the one who knows where everything stands, what's running behind and why, and what a client is still waiting on. You'll run our website projects start to finish – from the first conversation with the client through design, copy, and the handoff to our developer – and you'll keep the rest of our work moving in Asana, so nothing quietly stalls.

There's real ownership here. Once you know how we work, we want you running with it, not waiting on permission.

WHAT YOU'LL DO

Keep projects moving

- Own our Asana boards – who's doing what, by when, and where things actually stand
- Stay on the team so deadlines hold, and raise your hand early when something's about to slip
- Keep leadership in the loop: what's on track, what's stuck, what needs a decision
- Set client timelines we can hit, then hold everyone to them

Run our website projects

- Sit down with the client to understand what they need, and walk them through our website inquiry form
- Write the website brief and get their sign-off
- Track down design assets – logos, photos, brand files, content
- Hand the brief, assets, and timeline to the design team
- Build the sitemap and write the copy
- Review first-round designs, give the designers clear feedback, then package it up for the client
- Run the revision rounds and keep everyone on schedule
- Get the approved design into our developer's hands

Take care of our clients

- Be the person clients like hearing from – friendly, clear, and always a step ahead of their questions
- Keep the client, designer, developer, and strategist all working from the same information
- Help pull together client updates and reporting
- Jump in on client work when it's needed – social content, a little copywriting, whatever the project calls for – this role will shift. Some things will grow, some will come and go depending on what's on our plate. We're looking for someone who's good with that.

ROOM TO GROW

Want to flex your creative muscles too? There's room for that here. We work closely across every part of the business — strategy, paid media, SEO, design, content — so if you want to sit in on a strategy session, take a pass at a campaign concept, or learn a new channel, you get the chance. We'd rather grow someone than box them in.

TOOLS YOU'LL USE

Asana, Slickplan, BrightLocal, SEMrush, Microsoft Office, Slack

WHAT WE'RE LOOKING FOR

Required

- You're a strong communicator, in writing and out loud — clients trust you, and the team always knows where things stand
- You're genuinely organized: you keep track of details without being reminded, and you follow up
- You think past the task in front of you and ask what the client is really trying to accomplish
- An entrepreneurial mindset — comfortable making decisions, solving problems, and owning results without heavy oversight
- You can work hybrid out of our Ellisville office

Desired

- 1-2 years in account management, project management, and/or marketing experience
- You've used project management tools and a CRM before
- You can write web copy, or you're ready to learn
- You care about the work — our clients are small and mid-sized businesses where marketing actually moves the needle, and we want someone who finds that satisfying

THE DETAILS

- Schedule: full-time
- Pay: \$22-\$24 per hour, based on experience
- Location: hybrid, with regular time in our Ellisville office
- Growth: your role can grow as the agency does

HOW TO APPLY

Send us your resume through the form on our website: <https://1609marketing.com/join-us/>