



Cinnamon Toast (CT) is seeking a Campaign Coordinator to oversee a portfolio of clients while advocating for their long-term success. The Campaign Coordinator will manage multiple accounts and campaign-related projects, and will demonstrate a strategic understanding of our clients' unique goals. The successful candidate will execute effective daily communications with clients – including various managers and creative team members – and will be able to discern their needs and go the extra mile to fulfill them.

At CT, we value each team member's knowledge, experience, and ideas, and know that a collaborative, supportive ecosystem is a thriving one. With this in mind, the Campaign Coordinator must possess a can-do, positive attitude, and is known for bringing the best out of a team. Other necessities include:

- Outstanding business acumen and conflict management skills
- Exceptional interpersonal skills, including written and verbal communication
- Ability to work well under pressure; effective stress management
- Excellent analytical and organizational skills
- Effective time management skills
- Skilled at project management (owning timelines and deliverables)

What you'll do on a daily basis:

- Champion and maintain excellent relationships with clients at all levels, via exceptional service and support
- Consult with clients about project objectives and requirements
- Communicate with external client(s) to ensure projects are on schedule and meeting client expectations/objectives
- Coordinate with Media Strategists to ensure content and creative assets are delivered on time
- Experience writing communications and creating promotional materials
- Assist with the development of, and adherence to, budgets



What you'll get in return:

- A supportive, energetic work environment
- Flexible work hours with a hybrid office model
- \$500 annual training allowance
- Health benefits (after 6 months)
- Annual team building getaways

Desired Education and Experience:

- Bilingualism considered an asset