**E-Commerce Coordinator**

Reporting to the Director of Retail and working with the Director of Marketing, we are seeking a detail-oriented and highly motivated Ecommerce Coordinator to join our team on a part-time basis. In this position, you will support the maintenance of our Shopify store and digital marketing campaigns to drive customer engagement and revenue growth. This position has lots of potential to evolve and grow!

**Key Responsibilities:**

* Enter and manage product listings on Shopify, ensuring that all product information is accurate and up to date.
* Ensure that all products are categorized correctly and appear in the appropriate collections on the website.
* Manage product images, ensuring that all images are high-quality and correctly sized for the website.
* Write and edit product descriptions to ensure they are clear, engaging, and informative.
* Optimize product listings for search engine visibility, using relevant keywords and meta tags
* Banner creation and uploads
* Taking product pictures
* Utilizing product manufacturer’s assets in accordance with vendor company standards
* Support the Director of Marketing with digital marketing campaigns across social media

**Qualifications**

* 1-3 years of experience in eCommerce and Digital Marketing
* Bachelor's degree in Marketing, Business, or related field
* Experience working with Shopify or other eCommerce platforms
* Experience working with Photoshop, Illustrator, and/or InDesign
* Experience with SEO and keyword optimization
* Close attention to detail and accuracy is essential
* Ability to work in a fast-paced environment and handle multiple priorities
* Experience using digital marketing and analytics platforms (Google Analytics, Facebook Business Manager, SEM Rush, etc.) helpful
* Strong desire to continuously learn and can thrive in a team setting
* Knowledge of golf is helpful but not required

**Position:** Part-time (10-15 hours a week)

**Hourly Rate:** $22

**Location:** Home-based position but will need to occasionally meet on location for product photographs so access to own transportation is helpful

Please submit cover letter and resume to Director of Retail at: vanessa@monaghangolf.com