

Job Title: Marketing Project Manager

Location: Billings, MT

Position: Full-Time

Compensation: \$45k-\$60k plus benefits

About Us

Josh and Cassie Spurlock, founders of MyCounselor.Online and creators of Neuroscience Informed Christian Counseling® (NICC), are faith-based mental health authors and content creators. We produce impactful digital and print media, including YouTube channels, podcasts, web articles, online courses, ebooks, and self-published print books.

We are looking for a driven and detail-oriented **Marketing Project Manager** to join our team. If you thrive on keeping projects organized, ensuring deadlines are met, and supporting creative teams to deliver high-quality content, this might be the perfect fit for you.

Position Overview

As a Marketing Project Manager, you'll play a pivotal role in coordinating and driving the production of various marketing projects—from short-form video content to articles, podcasts, and books. Your mission will be to manage timelines, align teams, and ensure successful project completion.

This is a role for someone with high tenacity and exceptional organizational skills. You're the type who gets energy from crossing items off your to-do list, rallying teams toward deadlines, and ensuring nothing falls through the cracks.

Key Responsibilities

- **Project Management:**
 - Develop and oversee production schedules for multiple projects simultaneously.
 - Coordinate with writers, editors, videographers, and other contributors to keep projects on track.
 - Monitor progress and troubleshoot delays to ensure deadlines are met.

- **Content Coordination:**
 - Organize production for a variety of media, including video content, podcasts, online courses, and print materials.
 - Ensure all content aligns with brand guidelines and quality standards.
 - **Team and Contractor Management:**
 - Schedule and manage deliverables from contractors and team members.
 - Provide the support, resources, and encouragement teams need to succeed.
 - **Publishing and Distribution:**
 - Manage posting and distribution on platforms like YouTube, TikTok, Kajabi, podcast directories, and websites.
 - Optimize content for engagement and reach across various platforms.
 - **Quality Control and Optimization:**
 - Review and approve content before publishing, ensuring professional standards.
 - Use performance data to recommend improvements for future projects.
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Preferred Skills and Qualifications

- Proven experience in project management, particularly in creative or marketing environments.
 - Exceptional organizational and time-management skills.
 - Ability to lead and coordinate teams effectively.
 - Familiarity with video editing, social media platforms, and content management systems (CMS) is a plus (but can be learned on the job).
 - Strong communication and interpersonal skills.
 - Passion for mental health, Christian counseling, or content creation is a bonus.
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Who Will Thrive in This Role?

The ideal candidate loves managing details, meeting deadlines, and helping others succeed. You're naturally proactive and reliable, with a knack for seeing projects through from start to finish.

If this sounds like you, you probably identify with these statements:

- "I thrive on helping others succeed and ensuring projects run smoothly."
- "I'm often the person who ties up loose ends and makes sure nothing falls through the cracks."
- "I love juggling multiple priorities and keeping everything organized."

This role is perfect for someone who values responsiveness, accountability, and collaboration.

Is This Role Right for You?

Ask yourself:

- Do I take pride in staying organized and meeting deadlines?
- Am I good at supporting and encouraging others to do their best work?
- Do I enjoy problem-solving and keeping projects on track?
- Am I comfortable working in a fast-paced, dynamic environment with evolving priorities?

If you answered "yes" to these questions, we'd love to hear from you!

How To Apply:

If you are passionate about marketing project management and have the skills and experience to manage high-quality digital and print media projects, we would love to hear from you. Please visit <https://joshspurlock.com/multimedia-production-manager/> and submit an inquiry. If you have questions, you can call Josh at 720-306-8992.