

Social & Digital Media Coordinator

Adelaide, South Australia

Contractor | Hybrid, office based in Seacliff Park

Hours | 10-20 hours per week, negotiable

We're growing.

We're a small business that makes a big impact.

We deliver marketing campaigns, social media strategies, special projects and partnerships for some incredible brands. And that's where you come in.

We're looking for a Social & Digital Coordinator who is equal parts organised, creative, curious and proactive. Someone who loves great content, gets excited by a well-planned campaign and isn't afraid to roll up their sleeves when things get busy.

This isn't a role where you'll be stuck scheduling Instagram posts all day.

One minute you might be creating content for a client, the next you're helping coordinate an event, drafting copy, briefing creatives, managing a project timeline or capturing behind-the-scenes footage at a launch.

No two days look the same and that's exactly how we like it.

What you'll be doing

Social Media

- Creating and scheduling content across multiple social media platforms
- Writing engaging captions and social copy
- Supporting content shoots and capturing behind-the-scenes content
- Monitoring engagement and community management
- Tracking results and preparing performance reports
- Staying on top of platform updates, trends and opportunities

Digital Marketing

- Assisting with campaign planning and execution
- Supporting paid social campaigns
- Updating websites and digital assets
- Coordinating email marketing campaigns
- Helping turn strategy into action

Project & Client Support

- Assisting with client communications and project delivery
- Coordinating timelines, tasks and deadlines
- Preparing meeting notes, agendas and action items
- Supporting the team to ensure projects run smoothly

Extra Opportunities

- Assisting with event planning and delivery
- Supporting activations, launches and industry events
- Coordinating suppliers, stakeholders and logistics
- Helping create memorable experiences for our clients

About You

You don't need to know everything. But you'll probably be someone who:

- Has a minimum 1 year experience in marketing, social media, communications or a related field
- Has proven experience in Meta Business Suite, Canva, Wix, email marketing platforms
- Loves creating content and telling stories
- Has exceptional written communication skills
- Is highly organised and naturally proactive
- Is comfortable working directly with clients and stakeholders
- Enjoys working both independently and collaboratively
- Has a strong eye for detail
- Wants to learn, grow and develop their career

Bonus points if you have experience with:

- Meta Ads Manager
- Adobe Creative Suite
- Photography or videography



Why Rule & Co?

Because life's too short for boring jobs.

We're a small team that genuinely enjoys what we do. We work hard, celebrate wins, support each other and create work we're proud of.

You'll have the opportunity to:

- Work across a diverse range of industries and clients
- Gain hands-on experience in marketing, digital and communications
- Learn directly from experienced professionals
- Take ownership of projects and ideas
- Grow as the business grows

Most importantly, you'll be joining a team that truly values good humans, creativity, initiative and the drive to get things done.

Sound like you?

We'd love to hear from you.

Send us your resume, a short cover letter and examples of your work to hello@ruleandco.com.

Tell us who you are, what you're passionate about and why you'd be a great fit for Rule & Co.

We care less about fancy titles and more about great people.