



Corkill Insurance Agency is seeking an experienced, talented, and driven Digital Marketing Specialist to join our team. This will be a new position and we are looking for someone to help us create and shape the role.

**Position: Full time
Elk Grove Village, IL**

The Digital Marketing Specialist will work closely with the IT Manager to put their vision, strategy, and plans into practice.

Responsibilities can include*:

- Create project plans and timelines from the direction of senior leadership
- Maintain and manage the Agency’s website and social media pages
- Assist with overall brand management for the Agency
- Communicate within the organization and with our clients through email campaigns, newsletters, and market research
- Create RFP documents, job descriptions, company flyers, and other various documents
- Manage ticketing for various events for the organization and our clients
- Utilize graphic design and video editing to assist with brand management

*This is not an all-inclusive list

Qualifications:

- *Extremely well organized* — The Digital Marketing Specialist should not only be organized, but be able to create and refine organizational frameworks for others to manage their work and streamline communications.
- *Detail-oriented* — This role is all about the details. The Digital Marketing Specialist is someone with an eye for understanding, organizing, communicating, and maintaining details that others rely on.
- *Self-starter* — The Digital Marketing Specialist can keep themselves organized, on-task, motivated, driven, and efficient.
- *Excellent communication skills* — This individual can communicate with a variety of personalities across a variety of mediums. They are conscious of timeframes and busy schedules, and can use any channel to communicate as efficiently as possible
- *Ability to perform under pressure* — Organizing a lot of busy schedules and timeframes requires a Digital Marketing Specialist who does not get flustered or overwhelmed in the face of “emergencies,” immediate requests, or tight timelines.

Requirements:

- Bachelor’s degree in Digital Marketing, or related field (highly preferred)
- 3+ years of comparable digital marketing experience
- Practical experience with modern project management tools, Adobe, and Microsoft Office applications
- Knowledge of the current state of SEO is a plus, but not required for this role.

ABOUT US

We know that our Agency’s success is a direct result of our ability to deliver the right solutions and service to our clients, so we are committed to fostering a pro-education and results driven culture where our Agency mission is in harmony with the personal career goals of our Corkill Insurance team.

JOIN OUR AGENCY

- Actively growing throughout Illinois and Wisconsin
- Sentinel of community philanthropy
- Exceptional benefits
- Friendly work environment

**Please email your resume to:
HR@corkillinsurance.com**

Corkill is an equal opportunity employer we do not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, disability, military status, or any other protected class.