



Marketing & Web Design Coordinator

Job Title: Marketing & Web Design Coordinator

Location: Hybrid

Employment Type: Full-Time

Compensation: \$40,000 annually + 10% of gross revenue billed directly by consultant

Benefits: Generous PTO, health/dental/vision coverage, SIMPLE IRA with up to 3% match

About Us:

John Leavy Consulting LLC is a fast-growing operational and technology consulting firm serving financial advisors, RIAs, and investment-management organizations. As a young company entering its next phase of growth, we are seeking a motivated early-career professional who wants hands-on responsibility, meaningful work, and the opportunity to grow with us.

This is an ideal role for someone beginning their career in marketing, digital media, or web design who thrives in a small-business environment where initiative, creativity, and strong work ethic are rewarded.

Position Overview:

The **Marketing & Web Design Coordinator** will be responsible for developing, maintaining, and elevating the firm's digital presence, branding, and outreach efforts. This role is essential to expanding our visibility, improving client engagement, and supporting the long-term growth of the company.

We are looking for someone who is eager to learn, willing to work hard, and excited by the opportunity to contribute directly to the success and reputation of a young, mission-driven consulting firm.

Key Responsibilities Client-Facing Work:

Digital Presence & Web Management

- Redesign, update, and maintain the company's website.
- Ensure content is current, engaging, and aligned with company branding.
- Optimize site performance, layout, and user experience.

Marketing & Branding

- Develop marketing materials (digital and print) including brochures, presentations, and service descriptions.
- Assist in building and executing marketing campaigns (email, digital, social).
- Create consistent branding across all platforms.

Social Media & Online Engagement

- Update and maintain company and personal LinkedIn pages.
- Draft engaging posts, articles, and updates to increase visibility.
- Monitor engagement metrics and recommend improvements.

Content Creation

- Support the creation of articles, educational pieces, case studies, and client-facing materials.
- Assist in proofreading and editing to ensure clarity and professionalism.

Collaboration & Support

- Collaborate closely with the Founder and Director of Operations to plan and execute marketing strategies.
- Participate in brainstorming sessions and contribute creative ideas to support growth.
- Support administrative or project-related tasks during peak periods.

Qualifications

- Associate or bachelor's degree (completed or in progress) in Marketing, Communications, Web Design, Digital Media, Business, or a related field.
- Strong interest in launching a career in marketing and/or web design.
- Basic familiarity with website builders, content management systems, or design tools.
- Strong writing, editing, and communication skills.
- Ability to work independently and manage multiple tasks in a small-team environment.

What We Are Looking For

We want someone who is:

- Ambitious and excited to **grow with the company**.
- Willing to work hard and take ownership of projects.
- Creative, curious, and eager to learn modern technologies and tools.
- Comfortable working in a hybrid onsite/remote environment.
- Motivated by the opportunity to make a **visible, meaningful impact** on a young company's success.

This role offers real career progression as the company expands, giving the right candidate the opportunity to shape our brand, lead future marketing efforts, and reap the rewards of our long-term growth.

Benefits

- Competitive salary range: **\$40,000 – \$60,000**
- SIMPLE IRA with **3% employer match**
- Flexible hybrid work environment – Ideal for young parents or students who require a flexible work schedule or hours
- Professional development and mentorship
- Opportunity to take on increasing responsibility as skills grow

Equal Opportunity Employer

John Leavy Consulting LLC is an Equal Opportunity Employer. We are committed to creating an inclusive, diverse, and supportive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic.