

Outreach & Partnership Coordinator



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jul 01, 2024

Published : Jun 01, 2024

Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

SoftwareReviews is looking for a creative, driven, and organized individual to join the Data Operations team as an Outreach Specialist. This role will build relationships with the software user community, engaging end-users to collect reviews. The role will help improve the quality of our data across the platform and amount of data we can provide to our software vendor and end-user communities.

Key Responsibilities

- Manage end-to-end data collection campaigns across various channels such as email, social media (LinkedIn, Twitter, Facebook) and other online communities
- Collaborate with clients and internal stakeholders such as Sales and Data Operations to understand needs, priorities and align on campaign goals
- Research high-quality software user audiences and identify new methods to generate reviews
- Manage requests from users about review submissions, claiming rewards and other related support inquiries
- Aggregate and report on campaign and team-level metrics, identifying trends and insights
- Contribute to other special projects on the Data Operations team

Education and Experience

- Undergraduate degree
- 1+ year's in an administration, marketing or a related role
- Business and/or IT acumen
- Self-motivated, task oriented and results-drive
- Must have proven experience working with MS Suite of products and be adept at using internal technologies and systems.

Skills

- Organization: Ability and discipline to effectively manage a series of diverse and complex campaigns with on-going re-prioritization and focus.
- Communication: Ability to communicate in a clear, compelling and concise manner in external and internal communications.
- Persistence and Resilience: Demonstrates consistent tenacity in managing campaigns and successfully overcomes setbacks and disappointments.
- Attention to Detail: Strong focus and attention to detail when dealing with complex campaigns and incoming data quality.
- Analytical skills: Exceptional ability to synthesize and distill large amounts of information from campaigns, and make strategic adjustments accordingly.
- Learning-minded: Always looking for opportunities to grow and learn, thinking of new innovative solutions to data collection and marketing.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
