

Client Relations Manager

Duration: 20 hrs/wk, Contract to hire

Primary Responsibilities

- **Market ReadyDone Services**
Manage Adwords campaign, direct outreach on listservs/outlets, market on social networks to increase presence
- **Recruit, Integrate & Manage Talent**
Recruit qualified graphic designers, web developers and business professionals, integrate talent into ReadyDone.com, source projects to ideal candidates
- **Manage Clients**
Manage initial inquiries from clients, address basic questions and connect clients to information on www.readydone.com

Secondary Responsibilities

- **Increase Footprint**
Explore ways to increase the digital footprint of ReadyDone
- **Catalog Resources**
Develop a listing of networking groups, design firms, conferences and other support information.

Compensation: \$16/hr, plus commission *

*Following a 60-day evaluation.