



## **Company Overview**

Passionate Penny Pincher is a frugal blog that encourages women to beautifully care for their home, family and finances. With an audience of over one million users each month, we share everything from daily deals on Amazon to simple ways to save at the grocery store, frugal DIY projects, home management tips and menu planning resources. In addition to our blog, newsletter, and social media channels, we run an ecommerce site offering resources including home planners, menu plans, journals and money planning products to help families succeed at their long term financial goals.

## **Position: PPP Community Engagement & Success Specialist**

The ideal community manager for Passionate Penny Pincher serves customers and readers each and every day. Like each person on the PPP team, the Community Engagement & Success Specialist will focus on serving PPP readers and customers in a way that makes their lives better, specifically focusing on answering questions across social media platforms and delighting our community with their work each day.

## **PPP TEAM MEMBERS ARE**

- Willing servants
- Innovative
- Intuitive
- Gracious
- Generous
- "Other" focused
- Excited
- Passionate
- Open-minded
- Determined
- Aware
- Not self-absorbed
- Dreamers - always thinking of new ideas
- OBSESSED with our readers

At Passionate Penny Pincher, we constantly think of ways to make the lives of our readers and customers better, and strive to make them feel valuable, worthy and included. The products we create and affiliates we promote help them see success in their day-to-day lives, whether it's buying toilet paper from Amazon easily at a great price (success!), checking off their exercise box for the first time ever, or making dinner for their family.

At our core, Passionate Penny Pincher team members are all cheerleaders for our audience even if in a very small way, working to serve them daily.

### **PPP Community Engagement & Success Specialist Responsibilities**

- Represents the PPP brand across all social media channels, including but not limited to Facebook, Facebook groups, Instagram, Tiktok & Youtube, by answering comments and engaging community
- Moderates and responds to comments on Wordpress
- Makes small edits when necessary to blog posts inside Wordpress, or gives feedback to the appropriate person inside the team
- Responds to comments on Facebook and Instagram ads
- Problem solves minor issues for our customers, and works with the appropriate PPP team member to find any issues that can't be solved
- Serves as a backup to our customer service team during product launches

### **The ideal candidate:**

- Types 70+ WPM
- Has basic knowledge of Wordpress
- Is familiar with Facebook, Instagram, Tiktok & Youtube
- Has excellent writing skills
- Has hands on experience with social media management
- Is a problem solver & critical thinker
- Desires to serve those in the PPP community
- Is familiar with the Passionate Penny Pincher brand, or willing to learn
- Enjoys serving others and building community
- Is willing to work set hours throughout the week (hours to be determined ~ depending on specific candidate)