

Work Vapor

<https://workvapor.com/jobs/account-coordinator-events-and-social-remote-28-hr-popn-creative/>

Account Coordinator – Remote

Base Salary

USD 25 - USD 28

Description

Company: Pop’N Creative

Position: Account Coordinator (Events / Social)

Industry: Creative Agency, Entertainment Marketing, Events

Location: Work From Home (Fully Remote, U.S.-Based Only)

Employment Type: Contract, Freelance

Salary: \$25.00 – \$28.00 per hour

HR Contact: hr@popncreative.com

Key Responsibilities

- Coordinate social and event projects across entertainment and lifestyle clients
- Support content ideation, copywriting, and publishing for client social handles
- Manage timelines, deliverables, and communication using ClickUp and Google Drive
- Assist with shoot coordination, post-production workflows, and client pitch decks
- Ensure timely client and internal communication and on-time project delivery

Skills & Eligibility

- 1–3 years of professional experience in marketing, social media, or events
- Strong understanding of social media trends and pop culture
- Excellent organization, multitasking, and communication skills
- Experience with Google Suite and project management tools preferred
- Ability to thrive in a fast-paced, client-facing environment

Additional Information

Hiring organization

Pop’N Creative

Employment Type

Full-time, Part-time, Contractor

Job Location

USA

Remote work from: USA

Date posted

02/11/2026

- Contract role with 20–40+ hours per week and growth potential
- Weekend availability required on an as-needed basis
- Entertainment, TV, streaming, or event experience is a plus
- Bachelor's degree preferred

How to Apply

Send your resume or contact on WhatsApp at hire@popncreative.com