



Media Associate Hartland, WI

Company Description

C.O.nxt is a 100% employee-owned communications agency full of farm kids and foodies coming together to create fresh and unexpected solutions driven by deep insight and strategy. We serve purpose-driven brands who stand out in the ag and food industries—from the seed in the ground to the steak on the plate—because that’s what we’re passionate about. Full service. Full hearts. For the love of food.

In a Media Associate role, you will help solve problems for dynamic clients ranging from scrappy start-ups to global brands that you and your neighbors already know. At C.O.nxt we value ideas, collaboration and results. Our culture is positive, flexible and dog friendly. And since we are an ESOP, every staff member truly shares in our success.

What Makes This a Great Opportunity?

- You will be part of a mission-focused team-based agency that is a strategic marketing and communications consultant for leading brands spanning food and agriculture
- Corporate culture of positive core values used to guide interaction with clients and each other
- Continuous learning environment valuing ideas, collaboration and results
- Casual, friendly work environment with flexible work options
- Dogs every day—employees can bring their dogs to work any day of the week

Essential Responsibilities

- Conduct research and outreach to reps in support of media schedule development
- Prepare and create insertion orders (IOs) for all media buys; confirm rep receipt and file accordingly
- Help prepare and develop client presentations
- Package and traffic media materials to media outlets and ad server services
- Assist in reconciling media placement discrepancies
- Audit previous media plan; research and review opportunities
- Rep communication; answer rep questions on IO discrepancies and materials
- Assist in developing new plan: budget and timeline

Experience Needed:

- Experience in admin support, agency experience preferred
- Strong organization skills, and spoken and written communication skills
- Ability to collaborate within a team and work independently
- Capable of working in a fast-paced environment with tight deadlines
- Advanced MS Word, Excel®, PowerPoint® and Outlook® Skills
- Confidence, tact and a persuasive manner