



Digital Advertising Associate

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TCAA is an independent, full-service advertising agency with deep roots in media planning, media buying, and digital media. We are currently seeking a Digital Advertising Associate to join our growing agency team. The ideal candidate will have an understanding of digital media and marketing. Experience with public speaking or statistical analysis is desirable, but not required.

The Digital Advertising Associate position requires outstanding communication and computer skills as well as an in-depth understanding of the internet. Candidate must be self-motivated, mature, decisive, and possess exceptionally strong attention to detail. The ability to communicate persuasively orally and in writing is vital. Candidates must be highly proficient with Microsoft Excel. A car is required for commuting due to the location of our office in Dedham, Massachusetts.

Position responsibilities include the following:

- Management and analysis of website analytics and ad server report data for multiple clients
- Work with agency management to develop and execute digital strategies for multiple clients
- Creation of client presentations
- Management of client websites
- Facilitate, organize, and manage online ad trafficking
- Assist agency management with advertising scripts
- Other responsibilities will include management of New England Patriots sponsorship, coordination of promotions, and execution of digital billing processes.
- Additional duties may be assigned