



# Digital Advertising Associate

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## About Us

TCAA is an independent, full-service advertising agency with deep roots in media planning, media buying, and digital media minus what you've come to expect from traditional ad agencies. We don't chest-thump, self-promote or seek the limelight. We don't use jargon or ad speak. We're not arrogant or political and our hallways aren't filled with here-today-gone-tomorrow employees. Instead, you'll find experienced media execs that have learned a thing or two about client service. This experience and expertise has fueled TCAA's growth from a regional agency to a national agency that knows the meaning of great service.

## Job Description

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 and statistical analysis is desirable.

The Digital Advertising Associate is an entry-level position that 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:

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

## Contact Information

Qualified candidates are encouraged to submit a resume with cover letter to [careers@tcausa.com](mailto:careers@tcausa.com) . Learn more about TCAA at [www.tcausa.com](http://www.tcausa.com).