



SOLDOTNA, ALASKA · KENAI PENINSULA

NOW HIRING · OPEN ROLE 2026

WEB & ACCOUNTS COORDINATOR

LOCATION	HOURS	COMPENSATION	START
SOLDOTNA, AK · IN-OFFICE	PART-TIME → FULL-TIME	\$20+ / HR · DOE	ASAP

01 ABOUT MARTIN MEDIA

Martin Media is a video production and marketing agency based in Soldotna, Alaska. We make strategic video, websites, and marketing for Alaska businesses and organizations. Our founder, Josiah Martin, is a Christian entrepreneur committed to storytelling that serves people and shows the beauty of Alaska. We value creativity, integrity, and excellence, and we're building a tight-knit team that shares those values. Our web team designs and builds websites for Alaska businesses, and this seat joins that team.

02 THE ROLE

This is the person who keeps our client websites moving and helps bring new ones in. You'll set up accounts, gather what each build needs, track every project from signed agreement to launch, test sites before they go live, and handle updates once they're up. You'll also connect with local business owners, show them what we build, and book conversations with our leadership team. You'll work alongside our senior web designer, who has 20 years of experience and leads our website builds, and our team will train you hands-on as you grow.

You don't need to be a web developer or a seasoned salesperson to apply. If you've built a site on Squarespace or Wix, made a page for a friend's business, or taught yourself something technical because you were curious, and you enjoy talking with people, that's the starting point we're looking for. We're hiring for organization, curiosity, and follow-through, and our team will teach the rest. This seat starts part-time and grows toward full-time as our website work grows.

03 WHAT YOU'LL OWN

WEBSITE PROJECTS

- Manage each client website from signed agreement to launch, with every step tracked in Monday.com.
- Set up client accounts for hosting, domains, and site tools, and keep access organized and secure.
- Collect copy, photos, logos, and brand details so every build starts ready.
- Review staging sites, test forms, links, and mobile layouts, and gather revisions in one place.

- Coordinate launches and client handoffs with our senior web designer.

SALES & CLIENT GROWTH

- Reach out to local business owners and past leads by phone, email, and in person.
- Show demo sites and examples of our work, and book discovery calls with our leadership team.
- Follow up on every lead and keep each next step tracked in our CRM.

WEBSITE CARE

- Run website audits and write clear, plain recommendations for the client.
- Handle routine updates and care requests on live client sites.
- Build demo sites and pages our team can show in sales conversations.
- Learn more advanced web building through hands-on training.

MARKETING & PRODUCTION SUPPORT

- Help our marketing manager with campaign setup, graphics, website copy, and basic SEO.
- Build simple checklists, SOPs, and AI-assisted workflows that make the work repeatable.
- Shoot photos, B-roll, or behind-the-scenes content on productions when your schedule allows.

04 WHO YOU ARE

REQUIRED

- **Exceptionally organized.** You keep several projects moving at once and follow through without being chased.
- **Technically curious.** You like figuring out how things work, and you pick up new software fast.
- **Hands-on with the web, at any level.** You've built or tinkered with at least one website, even a simple or personal one. It doesn't need to be impressive, just yours.
- **Comfortable starting conversations.** You can call or walk up to a business owner and make it feel natural, and you don't let a warm lead go cold.
- **Detail-minded.** You catch the broken link, the typo, and the missing photo before the client does.
- **A clear communicator.** You can tell a client exactly where their website stands, in plain words, by email, phone, or in person.
- **AI-comfortable.** You already use tools like Claude or ChatGPT to research, write, and solve problems.
- **A self-starter who thinks like an owner.** You see what needs to happen and move.
- **Able to work in-office in Soldotna.** This is a be-in-the-building role, and you have reliable transportation.

PREFERRED

- A marketing background, through school, a job, or your own projects.
- Some sales, customer service, or business-to-business experience.
- Some exposure to hosting, domains, or a little HTML and CSS.
- Photography or videography skill.
- Familiarity with Monday.com, Google Workspace, or Canva.

05 COMPENSATION & GROWTH

- **Pay:** \$20+ / hour depending on experience. Early-career starts lower and earns up, experienced starts higher.
- **90-Day Checkpoint:** a clear review at 90 days, with raises tied to real wins as you take on more.
- **Hours:** part-time (about 20 to 25 hrs/week) to start, with a clear path to full-time as our website work grows.
- **Training:** hands-on, from our senior web designer (20 years of experience) and our leadership team.
- **Growth:** as you master the seat, so does your scope, your hours, and your pay.

06 HOW WE WORK



THE MARTIN MEDIA TEAM · SOLDOTNA, ALASKA

Everyone here is a team member, not an employee. We expect each person to think and act like an owner of their domain. Our work is grounded in four values:

INTEGRITY

We do what's right: clear communication, honest expectations, real follow-through.

EXCELLENCE

High standards and strong craft. Nothing rushed or careless leaves Martin Media.

CARE

We serve clients and each other with attentiveness and genuine love.

COLLABORATION

One team, individual strengths, shared success over individual credit.

07 HOW TO APPLY

Send the following to Josiah@MartinMedia.us

- Your résumé and three references.
- A 60-second video (a phone selfie is perfect, no editing needed) telling us who you are and why you're interested in this role and working at Martin Media specifically.
- A short written response about a time you taught yourself a new tool or system to get something done: what it was, how you learned it, and how it turned out.
- Links to any websites you've built, even rough or personal ones, and any other creative work.

Right-fit candidates will hear back within a week.