

Sample Job Description

Content Marketing/Digital Marketing Assistant

Patty Lennon LLC is seeking a Content/ Digital Marketing Assistant to join our exciting high growth Coaching & Personal Development company in Brookfield,CT.

If you are energized by teamwork, a hands-on environment, and interaction with everyone from the founder to consultants and support staff, this opportunity is for you. We are a team of like-minded professionals that share a passion for delighting clients with amazing customer service and knowledge served up with a high level of entertainment & design.

We strongly value unique talent and loyalty and reward both with flexibility and growth opportunities. Patty Lennon LLC is a top place to work because of our supportive, collaborative attitude towards our product, our ability for professionalism in a fun, relaxed office, and our care for our team members as whole people. Come see if you are the next Content/ Digital Marketing Assistant on Patty Lennon's team.

The busy, fast-paced yet fun-loving environment demands a high energy individual comfortably able to multi-task and capable of managing a high volume of detail. Responsibilities include:

- Create and implement a weekly marketing/social media schedule
- Write and design content for marketing campaigns (blog posts, Facebook, Instagram and other mediums)
- Manage and repurpose Digital content on multiple platforms including Facebook, Facebook LIVE, Instagram, YouTube and our blog.
- Create highly shareable visual content for Facebook, Instagram and our blog
- Create and monitor metric reports from Google analytics and Facebook Ads manager
- Take on and lead ad-hoc projects as necessary
- Be comfortable communicating with clients and display clear verbal and written communication skills

20 HOUR
WORK WEEK SYSTEM

www.PattyLennon.com

The ideal candidate will have an eager attitude and be comfortable working in several varied spheres. Should be comfortable with audio and visual mediums not limited to graphics, images and video. This position offers the opportunity to work one-on-one with the CEO and take on as much responsibility as you are comfortable with.

Qualifications:

BA or BS required - Experience in advertising, social media management, or marketing department is ideal.

Proficiency with Social Media is required

Copywriting, database management, and CRM experience ideal

0-3 Years' Experience

Must be energetic, organized, and professional.

Must have reliable form of transportation. Office located in Brookfield, CT but remote work environment is possible.

Job Type: Part-Time 20 hours/ week

Required education:

Bachelor's

Preferred experience:

Marketing: 1 year

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