

WE'RE HIRING: MARKETING ASSISTANT



Part-time (10-15 hours/week to start) | Remote | To Start Immediately

Our team is hiring a rockstar Marketing Assistant to keep our organization running smoothly. The ideal candidate will have experience managing multiple projects for key stakeholders and maintaining excellent communication.

RESPONSIBILITIES

- **Client communication:** send client reminders, Assistance with client communications + appreciation, manage client needs and requests + direct them to the correct teammate, and answer client questions.
- **Project management:** manage projects and deadlines using Monday, and manage strategic partnerships for client projects.
- **Administrative:** maintain calendars, set appointments, and notetaking.
- **Review + revise content:** social media content calendars, email newsletters, blog posts, website copy, and PRs.
- **Scheduling content:** social media posts in Sendible, and email newsletters in Mailchimp + Constant Contact.
- **Research:** information for specific project initiatives.
- **Analytics:** compile and send analytics reports to clients, and participate in team analytics calls with clients.
- **Collaborate:** to improve internal processes, and develop marketing ideas and strategies for clients.

REQUIRED SKILLS

- Exceptional organizational and project management skills
- Exceptional attention to detail
- Exceptional customer service and communication skills
- Adept in proofreading and copyediting
- Ability to work independently
- Desire to learn and succeed
- Interest in legal marketing

REQUIRED QUALIFICATIONS

- Degree in business administration, communications, marketing, and/or a related field
- 1-2 years experience in administrative assistance

DIGITAL TOOLS WE USE:

- Canva, Mailchimp, Constant Contact, WordPress, Wix, Squarespace, Facebook, LinkedIn, Instagram, Sendible, PowerPoint, Excel

ABOUT CORRENTI MARKETING

We build + clarify law firm brands online. Our team establishes your professionalism and provides clear messaging to your ideal clients.

Correnti Marketing was founded by UMD Smith School alumna, Michele Correnti, in 2018. | We are a Baltimore-founded company now based in Portsmouth, NH.

OUR SERVICES

- + Brand Messaging
- + Logo + Visual Identity
- + Website Design
- + Social Media
- + Email Marketing
- + Photography

TO APPLY:

To apply, please send your resume and a note about why you are interested in this position to:
hello@correntimarketing.com.

Please also mention the "why" behind what you do and what you are working towards.
Thank you!

Learn more at
correntimarketing.com

