

WE'RE HIRING: SOCIAL MEDIA ASSISTANT



Part-time (15-20 hours/week to start) | Remote

We are looking for a rockstar Social Media Assistant. Applicants should have a background in marketing, specifically in social media and content marketing. This position is part-time with the opportunity to transition into full-time if you are interested. Please learn more below.

RESPONSIBILITIES

- Design social media posts in Canva
- Schedule social media posts in Sendible
- Design and curate content for email campaigns
- Compile and send analytics reports to clients
- Collaborate on and develop marketing ideas and strategies for clients
- Design branded PowerPoint slide decks
- Manage projects and deadlines using Monday
- Assistance with client communications and appreciation
- Research and compile information for specific project initiatives
- Proofread, draft, and publish blogs on websites
- Website updates as needed

REQUIRED SKILLS

- Social media + content writing
- Proofreading + attention to details
- Exceptional organization
- Customer service + communication
- Ability to work independently
- Desire to learn and succeed
- Interest in legal marketing

REQUIRED QUALIFICATIONS

- Degree in marketing or related field
- 1-2 years experience in social media and/or content marketing

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

