

August 23, 2017



CREATIVE FINANCIAL GROUP - Newtown Square, PA 19073

Marketing Assistant (Part-time)

The Marketing Intern will assist the Marketing Department with a variety of tasks to create new and maintain current marketing programs and campaigns; update and maintain CREATIVE's digital platforms and digital campaigns (company website and social media channels); and provide administrative and operational assistance.

Responsibilities:

- Assist in planning and development of special projects, small and large scale marketing campaigns
- Assist with event planning, coordination, and execution
- Assist with the updating and maintenance of company website
- Administer a variety of marketing operations processes
- Execute email campaigns
- Assist with writing across multiple platforms – website, social media, media alerts, email, mobile
- Assist in the creation and maintenance of social media content calendars and audience engagement for Facebook, Google+, Twitter and Instagram
- Assist Graphic Designer with basic design requests (i.e. social posts, image resizing, etc.)
- Assist with analysis of marketing campaign effectiveness
- Perform other duties as needed

Desired qualifications:

- Current student completing a major in a related field (Marketing, Communications or Business preferred)
- Excellent communication and writing skills
- Excellent organization and time management skills with meticulous attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with social media such as Instagram, Twitter, Facebook, etc. (experience beyond personal use preferred)
- Experience with Adobe Creative Suite preferred (InDesign, Photoshop, and Illustrator)
- Familiarity with Salesforce, Constant Contact, and Google Analytics
- Must be able to work a minimum of 15 hours a week at our office location in Newtown Square during regular business hours (M-F 8:00 am – 6:00 pm).

Job Type: Part-time

Required education:

- Associate

Apply at: <https://www.indeed.com/cmp/CREATIVE-FINANCIAL-GROUP/jobs/Marketing-Assistant-739ade385ca07ac8?q=part-time+jobs>

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