

Part-Time Contract Marketing and Administrative Assistant - Contract Remote

Hours: 5-10 hours per week

Our Client is a not-for-profit organization committed to making a positive impact on our community. They are looking for a talented Marketing and Administrative Assistant to join their team. This is a part-time contract opportunity, and you will have the flexibility to work from the comfort of your own home while being part of a solid and trustworthy team.

Key Responsibilities

- Create engaging and relevant social media posts to promote our organization's initiatives and events.
- Provide marketing and graphics support to develop visually appealing content.
- Update our website with new information, announcements, and ensure a seamless user experience.
- Design and update our newsletters, ensuring they are visually appealing and informative.
- Manage our database to keep it organized and up to date.
- Assist with general administrative tasks to support the efficient operation of the organization.

Requirements

- Demonstrable experience in social media management, graphics design, and marketing.
- Proficiency in website content updates and management.
- Strong skills in newsletter design and content updates.
- Prior experience in database management.
- Excellent references showcasing your experience in the above areas.

Critical Requirements

- Ability to respond promptly (within 1 hour) to frequent and urgent requests.
- Excellent communication skills, ensuring that tasks are well-documented, with outstanding tasks prioritized and accompanied by estimated time to completion.

If you are interested in this position, please contact Catherine@catherinebrownlee.com