



## **TWO HIGHLY RESPONSIBLE, DILIGENT MARKETING CONTRACTORS NEEDED FOR GROWING STRATEGY FIRM**

**Must love marketing**, and helping small businesses and nonprofits grow.

Reputable, boutique marketing strategy consulting firm seeks to hire two highly responsible, diligent contract marketing associates for ongoing work (approximately 15 – 20 hours per month; particularly strong performers will have the opportunity to increase hours or be considered for full-time work). Our firm's focus is on growing and strengthening small businesses and nonprofits. We are proud of our ability to deliver concrete results to our clients, quickly and consistently.

Projects include marketing communications and tactics for a variety of interesting business models and clients. If you have strong time-management skills and love to learn, you'll have the opportunity to receive plenty of coaching and training from team members, from strategy to interpersonal relations to professional advancement, and will have access to a broad network of experienced senior-level professionals.

### **Characteristics**

- Able to consistently meet high standards
- Completely reliable. Able to consistently deliver on time and within budget
- Highly organized and detail-oriented
- Excellent communicator. Works efficiently and effectively with team members
- Learns fast. Immediately reapplies learnings to other projects and clients
- Problem-solver; finds a way to get things done
- Works independently, but knows to ask questions to clarify objectives
- Results-focused/results-driven
- Strategic: always aligns individual projects with overall objectives
- Strong work ethic/hard worker

### **Projects**

- Conduct email marketing campaigns in MailChimp
- Conduct efficient social media marketing campaigns using LinkedIn, Facebook, Twitter, and more
- Maintain websites (primarily WordPress, but will need to work on sites with other content management systems)
- Manage creative development projects, including development of email templates, print and electronic ads, and other marketing collateral

**Additional Considerations**

- Ideal candidates will be able to modify text and make other minor changes to graphics files
- Ideal candidates will be able to edit, proofread, and potentially write content

**Hours And Compensation**

- Flexible hours; must have some availability during standard business hours. Ideal candidates will already perform similar work in a full-time or part-time position, or as a freelancer
- Position is primarily virtual and can be structured as 100% virtual
- Depending on the candidate, payment will either be a set fee per project, based on results, which enables you to control your hourly rate, or an hourly rate
- Ideal candidates will have a bachelor's degree in a related field and have worked in marketing or a marketing-related position for 2 or more years. More senior candidates are welcome: other marketing contractors here have 5 – 10 years of experience or more. We will consider training one exceptional entry-level candidate

**Additional Projects Might Include**

- Conduct online and in-person market research, including conducting research online, making phone calls to elicit information, drafting surveys, and conducting technical aspects of online surveys (use questions provided to create professional surveys in SurveyMonkey; send out surveys and reminders; ensure complete collection of data and information)
- Participate in marketing strategy and planning sessions, including assisting in creation of marketing plans, campaigns, financial projections and budgets, and calendars/timing

**Contact**

Please apply ASAP with a cover email stating why you're a great fit for the position, plus your resume or a link to your LinkedIn profile, to [overachievers@hickman-partners.com](mailto:overachievers@hickman-partners.com). Please include a copy of or link to a writing sample (*any* quality sample will work – from marketing copy to a proposal to a short story to your Twitter feed). We'll screen candidates as we receive applications.