

Part-time Marketing Associate

In this position, you will work in all areas of marketing, from advertising to website management. Your work will support the marketing and sales team by carrying out daily tasks and duties, especially in project management, list management, sales support, and research.

DIGIOP is a growing B2B tech firm in the loss prevention and video surveillance industry. In 2018, we are launching a new product as well as a new division.

Marketing Associate Duties and Responsibilities

- Work directly with Director of Marketing and sales team to carry out strategic marketing and sales goals
- Write content for email campaigns, blog posts, press releases, white papers, and marketing collateral
- Post, manage, and reply to social media postings
- Assist with email campaigns, trade shows and events, promotional orders, press releases, website postings, etc
- Research leads, manage databases, and update CRM
- Assist sales staff with follow up emails, presentations, organization, etc.
- Assemble marketing data for reports
- Create simple graphics with Canva or other and work closely with our graphic designer
- Organize marketing materials and keep Playbooks up-to-date
- Perform other duties as requested

This position is part-time, but also extremely flexible. The position is hourly and will average 20-25 hours a week. Please apply with resume and salary expectations to Nicole.Amsler@DIGIOP.com.