

# Internship / Job Opportunity

## Digital Marketing Coordinator for Digital Marketing Company

*No Digital Marketing Experience Required; We will train you!*

**Hours:** 10 hours a week to start; Can Grow into part time / full time

**Starting Hourly Rate:** \$20

**Location:** Must be U.S based but virtual

### Hard Skills

- Strong writing skills (copywriting, editing, business communication)
- Skilled with: Google Docs, Google Sheets or Microsoft Office
- Technology savvy (computer, internet, email, cell phone, etc)
- Basic html, low-level programming (Helpful but not required)
- WordPress (Helpful but not required)
- Other Website Editing like Squarespace or Shopify (Helpful but not required)
- Graphic Design skills (Helpful but not required)
- Photo Editing (Helpful but not required)

### Soft Skills

- Detail-oriented
- Highly organized
- Follows processes

- Looks for ways to improve processes
- Punctual; excellent time management
- Critical thinker with problem-solving skills
- Willing to learn Internet Marketing
- Willing to learn to Edit Websites
- Coachable; Loves to learn
- Empathetic; Thoughtful

## **Duties**

- Data organization
- Light copywriting and editing
- Preparation of various reports
- Website edits
- Graphics editing
- Photo edits
- Log / track information

## **Contact**

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