



Marketing/Social Media Design Assistant

Hempgenix is currently seeking part time Marketing Assistant. You will be working for a well-established company with ownership representing 19 years in SEO/Online Marketing/Web Design. We offer a wide range of payment processing solutions for merchants nationwide.

Position Responsibilities

- Design, create, and update collateral and marketing materials
- Monitor and post to social media sites
- Create blog posts and monthly newsletters
- Order materials
- Assist with growing SEO and online presence
- Assist with reporting and data gathering
- Other duties as assigned

General Requirements

- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Computer skills including all Microsoft programs
- Experience creating content for the web and growing social audience * Editorial mindset that seeks to understand what audiences consume and how to create it * Ability to analyze and present content and social performance * * Experience with wordpress, Google analytics, Slideshare, and the top social channels including LinkedIn, Facebook, Twitter, Instagram, and YouTube.
- Excellent attention to detail
- Ability to function effectively in a fast-paced environment with multiple priorities

This is a part-time position, about 20-30 hours per week, with potential for full time. Wage is \$11 to \$13 per hour DOE.

Job Type: Part-time

Salary: \$11.00 to \$13.00 /hour

Job Location:

- Sandy, Utah