

Marketing Associate

Virtually Testing

Job details

SALARY

Un-paid

JOB TYPE

Internship (20 to 25 hours per week)

DEPARTMENT

Marketing

Full Job Description

ABOUT THE JOB

Company

Virtually Testing is a California, USA based 501(c)3 nonprofit organization. Our foundation is funded by individuals or corporate or government donations. Our mission is to serve a cybersecurity focused community by organizing speaker events, hands-on workshops, conferences, etc. Our members advance their skills or learn from scratch to successfully access the competitive trending and evolving cybersecurity industry.

Job Summary

An ideal candidate must be a strong leader and communicator with excellent communication skills. Seeking someone with exceptional emotional intelligence who can support the achievement of ideal culture and professional brand, as well as strong engagement. You will work closely with co-founders and other executives.

Candidates must have at least 1+ years of related professional services experience.

DUTIES AND RESPONSIBILITIES

- Design and present new social media campaign ideas.
- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Monitor all social media platforms for trending news, ideas, and feedback.
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Contribute to the creation of mock-ups, email campaigns, and social media content
- Help distribute marketing materials
- Assist with daily administrative duties.
- Prepare detailed promotional presentations.

- Help with the planning and hosting of marketing events.
- Support the marketing team in daily administrative tasks

REQUIREMENTS AND QUALIFICATIONS

- Fluency in English
- Your own PC with internet connection
- Familiarity with google suite (GSheet, GSlide, GDoc)
- Pursuing Bachelor's in Accounting or related degree preferred

SCHEDULE

- Flexible hours between 9 am to 5 pm (Los Angeles, California Timezone)
- Monday to Friday

WORK REMOTELY

- Yes

COMPANY WEBSITE

- <https://virtuallytesting.com/>