

Curious Iguana and Dancing Bear Toys are seeking an energetic Marketing and Events Assistant to join their team. This is an entry level, part-time (15-20 hours) position that will report to the Marketing and Events Coordinator. Email your resume and cover letter to bonnielmonnier@gmail.com. No phone calls or visits, please.

Requirements:

- Experience in marketing or currently working on Marketing/Communications degree
- Availability on weekends and evenings for events
- Superior written and verbal communication skills
- Outgoing, people-oriented
- Self motivated; detail oriented; able to multitask
- Familiar with Wordpress, Google Docs, Google Analytics, Adobe InDesign, Adobe Photoshop, Canva, WooCommerce
- Eye for design
- Able to lift up to 30 pounds

Responsibilities include, but are not limited to:

- Assist in development of marketing strategies
- Create email marketing campaigns
- Write copy for event listings, newsletters, blogs, social media, and fliers
- Design and distribute fliers and other promotional materials
- Update website with products, event listings, etc.
- Set up, attend, and take down events
- Communicate and coordinate with other staff, vendors, community partners
- Market research