

Saturday, November 25, 2017

Marketing Assistant

Company: abunDANCE with keo, LLC
Compensation: \$12.00/ Hour

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About Our Company:

Rooted in empowerment and gratitude, abundance with keo (abd) is an organization using love, movement and other art forms to promote creativity, connection and abundance. Led by Founder and Principal Choreographer, Keomi Tarver, abunDANCE has performed on stages for more than 20,000 people at Amber Rose's Festival, led private classes with celebrity clients including supermodel, Ashley Graham, and has delivered over 100 workshops across the country. Creating spaces for authenticity, outrageousness and joy, creating a space where all bodies and journeys are, honored, accepted and celebrated. Through fun and socially engaging dance classes, workshops and movement clinics, abunDANCE with keo offers spaces and opportunities to experience freedom, joy and release.

Job Description:

We are looking for a reliable and creative Marketing and Administrative Assistant to support with administrative (replying emails, editing proposals, updating classes online, working at the front desk, taking payment, etc.) and marketing (researching latest trends, creating promo and marketing materials: flyers, newsletters, and ads) tasks. Part-time: 5-10 hours a week; Job Location: Brooklyn, NY, Manhattan and from home

Marketing responsibilities include:

Marketing:

- Manage marketing and promotional strategies and deadlines for special projects
- Create marketing graphics, images and postings
- Maintain content and media on website
- Compose and distribute monthly newsletter in Mailchimp
- Design and schedule email blasts to subscribers and donors
- Archive press, maintain archives of print and press materials

Requirements:

- Experience in administration and marketing
- Easy access to all social media platforms and the internet at all times via phone, computer etc.
- Experience using social media platforms such as Twitter, Instagram, Facebook and other websites.
- Excellent writing, editing, communication, and organizational skills
- Proficiency in Microsoft Word & Excel, internet-based research, and Google Apps. Graphic Design experience is a Plus
- Great customer service and great communication skills
- Positive, creative, enthusiastic and professional

To Apply: Email resume to info@abundancewithkeo.com, with "Marketing Assistant" in the subject title and a graphic example of your work.

abunDANCE with keo, LLC
www.keomitarver.com/abundance

For more information:
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