



Marketing Assistant Job Description

(Remote, Contract/Project-Based)

At Digital Marketing Maven & Associates, we specialize in creating innovative marketing solutions that drive business growth for our clients. From creative ideas to full-scale implementation, our team delivers impactful and sustainable marketing results. We are committed to enhancing the way businesses and consumers communicate in a digital world, all while providing exceptional customer service and quick turnaround times. If you're eager to grow in a fast-paced, creative environment, we want you on our dynamic executive team!

Position Title: Marketing Assistant

Location: Remote

Position Type: Contract/Project-Based

Salary: Competitive; based on experience

Why Join Us?

- **Flexible Work Environment:** Work remotely with a flexible schedule.
- **Creative Team:** Be part of a supportive team that values innovation and professional development.
- **Growth Opportunities:** Develop your skills by working on diverse projects across multiple industries.

Key Responsibilities:

- Act as the primary liaison between Digital Marketing Maven & Associates and clients, ensuring smooth communication and coordination.
- Answer client calls and participate in direct client meetings to address needs and provide updates.
- Utilize project management tools such as Asana, Slack, Dubsado, and Honeybook to manage project schedules, track issues, and ensure timely delivery.
- Ensure all content is posted and emails are scheduled on time across various platforms.
- Assist in the development and implementation of processes and systems for clients to streamline operations.
- Communicate and collaborate cross-functionally with all DMM stakeholders to provide timely updates and deliverables.
- Maintain strong and healthy client relationships, ensuring satisfaction and retention.
- Develop and implement structured prioritization and change management processes.
- Assist with event planning and coordination, including virtual and in-person events.

- Attend events as needed to provide on-site support and coordination.

Required Skills:

- Strong proficiency in project management tools such as Asana, Slack, Dubsado, and Honeybook.
- Basic design skills in Canva for creating simple graphics and visual content.
- Excellent verbal and written communication skills.
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- Experience in managing client relationships and cross-functional team collaboration.

Desired Characteristics:

- Creative and innovative thinker with a strong ability to work both independently and as part of a team.
- Highly organized, detail-oriented, and able to prioritize tasks effectively.
- Flexible and adaptable to changing project directions and requirements.
- Energetic with a growth mindset and a passion for continuous learning and improvement.
- Strong problem-solving skills and the ability to establish and optimize processes for efficiency.
- Comfortable attending and supporting events in various capacities.

How to Apply:

Are you ready to take the next step in your marketing career? [Apply online here](#) by submitting your resume and a cover letter detailing your relevant experience. We're excited to learn how you can help drive success at Digital Marketing Maven & Associates!