



Posted 2/5/14

## **Part Time Sales & Marketing Assistant**

### **Job description:**

The part-time sales and marketing assistant will work directly with the owners of Common Ground on: groundwork preparation, launch logistics, ongoing maintenance of campaigns, and evaluating effectiveness of the various marketing campaigns that run throughout the year.

### **Job responsibilities:**

- Cold calling
- Copy editing
- Data collection
- Data entry
- Distributing marketing materials
- Initial email correspondence with website leads
- Market research
- Marketing administrative support for direct mail campaigns and email campaigns
- Sales funnel tracking

### **Job Requirements:**

- Previous experience in administrative assistant or marketing roles
- Familiarity with WordPress website CMS
- Superior skills with Microsoft Office software (Including Microsoft Publisher)
- Attention to detail

### **Hours:**

- Approximately 10 - 15 hours per week.
- Flexibility to set your own schedule within normal business hours Mon - Fri, 8am - 5pm Mountain Time.

### **Compensation:**

- Starting at \$15/hour. Raises possible - will be based off your effectiveness with the above responsibilities.

### **Application Instructions:**

Please send cover letter detailing the value you would bring to this position and your resume to Rory Foster via email: [rfoster@commongroundinternational.com](mailto:rfoster@commongroundinternational.com)