



<b>Job Title:</b>	Marketing Assistant	<b>Job Category:</b>	Community projects/ youth Work
<b>Location:</b>	Work from home	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Voluntary/Placement Opportunity	<b>Position Type:</b>	Temporary
<b>HR Contact:</b>	Emily Ashmore opendorz@outlook.com		
<b>Application Deadline:</b>	<i>2-3 months TBC</i>	<b>Interviews:</b>	<b>Training:</b>
		TBC	On going

**OpenDorz** has three pillars

**OpenDorz2U, OpenDorz2GEVA and OpenDorz4YOUTH**

The overall aim is to provide opportunities for individuals, in order help them succeed in reaching their goals. We do this by helping them to overcome barriers, and provide them with the support and transferable skills they need to progress in life whether it be into further education or employment. Additionally, we provide them with the tools they need become positive role models in their own communities, taking the values of OpenDorz with them.

#### **JOB DESCRIPTION**

As a Marketing Assistant, you will help support OpenDorz marketing efforts across web, social media and newsletter channels. You will be a part of an every growing well respected non- profit grass root Community Interest Company, who has the interests of the community at its heart.

#### **ROLES AND RESPONSIBILITIES**

- Helping maintain and grow OpenDorz Twitter, Facebook and LinkedIn social media channels.
- Curating unique, engaging content (posts and infographics via online tools) for social media, the site and newsletters.
- Assisting with analytics review, driving marketing decisions through data and analytics review.

#### **REQUIRED SKILLS**

- Ideally candidates will have some experience in the field of marketing. We welcome applications from graduates and college students looking to build experience.
- A passion for Social Media, Marketing, Blogs and Digital Communities - including empowering sites to succeed online.
- Good communication and teamwork skills with the ability to work in a small team with the Marketing Team Leader/Manager.
- Success in this role requires initiative, independence and teamwork, creativity and the ability to work from a brief. A basic understanding of societal issues would be helpful in this role, however a willingness to research would suffice.



### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

One of the following is preferable but not essential:

Undergraduate or have a degree in marketing, communications, English or another related degree.

### **PREFERRED SKILLS**

- Ability to deliver interesting content
- Understanding of marketing, PR and communications
- Managed projects from beginning to end and taken ownership of your work/contributions/.
- Social media savvy
- Research skills
- Professional communication skills
- Knowledge of Microsoft Office
- Ability to work reflectively and critically
- Good eye for detail
- Creativity skills
- Work on own initiative and as part of a team

### **SKILLS YOU WILL GAIN**

During your time with OpenDorz you will build an impressive portfolio of campaigns, experience and knowledge, which can be applied to your future marketing career path. You will work alongside our friendly team to build existing skills, and learn new ones, to benefit the community and your own professional development. You will also get the benefits of further training opportunities.

### **COVID 19**

You will be working from home with weekly meet ups with management via zoom.

### **HOURS**

1.5 hours per day minimum

Training – 2 Consecutive Days (dates TBC)

Supervision – 1 hour per week

**Total Hours to be negotiated**

### **ADDITIONAL NOTES**

Access to computer/laptop/smart phone must be provided by candidate.

