



Margaret Furlong Designs is seeking a motivated, self-sufficient marketing/operations specialist for social media and marketing management. The candidate must be capable of maintaining a high attention to detail while efficiently creating and distributing marketing content. This is a temporary, part time position that can evolve into a permanent, full time position based on company needs and increased sales. This is an opportunity to work directly with a talented designer and assist in elevating the creative marketing of the studio.

Marketing Specialist Position Details

Compensation: Hourly

Part Time

Location: 210 State Street, Salem, OR 97301

Job Tasks

- Development and launching multi-faceted digital promotions
- Development and management of strategies for social, website, online reputation management and digital advertising.
 - Email promotions/creating and scheduling HTML emails
 - Proficiency in HTML, PHP editing using Dreamweaver
 - Wordpress blogs
 - Facebook pages
 - Twitter profile
 - Pay-per Click advertising campaigns
 - Google local and Google+ profiles
- Data analysis and reporting including Google Analytics experience
- Small company customer service tasks as needed
- Follow up sales calls on current promotions
- Be willing to do anything that needs to be done

Preferred Skills Include

- Strong verbal communication
- Strong writing and copy editing
- Meticulous pro-active project management
- Organized, thorough, detail minded and deadline focused
- Data analysis skills and ability to develop actionable insights from the various data sets
- Tactical knowledge of social media timing and measurement
- Image formatting skills and knowledge of Adobe Acrobat Pro and the Adobe Creative Suite including Dreamweaver and Fireworks

Please send the following to jobs@margaretfurlong.com for consideration:

- Resume that clearly illustrates your ability to execute this position
- Writing samples that demonstrates your ability to develop compelling content
- If applicable, links to your personal blog, content portfolio or anything else that would illustrate your abilities