

Social Marketing and Management Assistant (Los Angeles)

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Location **California**
<https://www.genclassifieds.com/x-786681-z>

QR Code Link to This Post A Los Angeles based social media marketing and management company is searching for a social media/marketing intern. You will be working directly with the owner of the company.


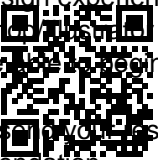







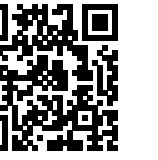
- Responsibilities include but are not limited to:
- Assisting with social media strategy and captions
 - Monitoring social media and news stories
 - Pitching media
 - E-newsletter development
 - Assistance with photo shoots
 - Producing reports and presentations
 - Writing press materials
 - Updating media lists
 - Developing paid Facebook and Instagram ads

- Qualifications:
- Strong verbal and written communication skills
 - Strong attention to detail
 - Experience with Google products (Gmail, Drive, etc)
 - Social media knowledge and experience is a plus
 - Photography experience is a plus

Web design experience is a plus

Photoshop, Illustrator, experience is a plus
 Must be available to begin in December/January

Please do not assume any short copy about relevant experience. You will receive a phone call, experience in marketing and level of recommendation.

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