

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 or January

Please do not assume any responsibility about relevant experience you may receive for this post, experience in marketing and sales of recommendation.

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