

Marketing Assistant P-T Position

Part time marketing assistant
8-10 hours/week
\$15/hr

Assistant to food/wine/hospitality PR sole practitioner to handle light office management tasks including packing and shipping product samples; research; media and blogger list building, management and contact; write and distribute press releases, fact sheets, backgrounders and other marketing materials; create presentations and reports; proof read materials written by others. May include event planning and on site management within SF Bay Area and possibly beyond. Could include some travel depending upon need and applicant's availability.

Excellent verbal and written communication skills. Adept at social media. Proficient at all Microsoft Office applications. Helpful but not essential: proficient in Photoshop

Position entails:
Administrative Assistance
Research
Communication
Event Planning & Coordination

If you have written press releases, please submit a sample. If not, choose whatever you feel best represents the quality of your work.

Send application materials to:
Holly Hansen Public Relations
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Sebastopol, CA 95472
707.824.8960
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