

Job Title: Social Media Marketing and Copywriting

Hiring Managers: William Blackmon – CEO of Apogee Social Media Group

Christina Motely – CEO of Christina Motely, LLC

Duration: Part Time 10 to 15 hours per week, flexible hours.

Start Date: Immediate

Salary: \$10 to \$15 per hour depending in skill sets + training

Additional Position Perks:

- + Join positions under Apogee SMG and Christina Motely, LLC business names.
- + Assigned business E-mail addresses and business cards.
- + Receive coaching on social media tools and mentorship from leading business subject matter experts.
- + Significantly increase local professional network and introductions.
- + Receive endorsements and recommendation(s) based on performance of work conducted.
- + Attend local industry and networking events.

Scope of Responsibilities:

1. Research and / or create content for social media and marketing business owners and their perspective clients. Goal is to increase company brand awareness with the utmost professional level of communication style and polished image.
2. Copywriting and editing across channels for websites, e-mail marketing and other activities.
3. Social media account management services in scheduling, postings, research, marketing activities and analysis to support business owners and customers.
4. Developing social media profiles and platforms for branding and image enhancement.
5. Assist in business meetings, training sessions and event coordination as needed by business owners and customers.
6. Conduct market research as needed.

How to apply:

Send Resume, copy write work samples in PDF, and a list your personal and professional social media profiles to: William@apogeesmg.com and Christina@christinamotley.com.

What will make the selected candidate successful?

- Demonstrating strong verbal and written communication skills of a mature and sharp business professional.
- Proven ability with social media and copywriting skills.
- Meeting directly with the business owners and other business leaders to cross-collaborate on business short and long-term objectives.
- Having an up-beat, positive attitude with a certain leave of assertiveness to get the job complete with quality and speediness. In other words, pessimistic and/or laziness need not apply.
- Always professionally dressed for business meetings and events. Shorts, t-shirts, tank-tops, flip-flops, and holey jeans need not apply.
- Conduct behavior in person and virtually in social media venues in a positive, productive, and professional manner. Cursing, hate-comments, immature behavior, rude-crude opinions, and criminal activity need not apply.
- Having a “servant’s heart” with willingness to help other people for the greater good of the community.
- Having reliable transportation and telecommunication resource that will not be a financial burden.
- Having a mobile phone and laptop with Wi-Fi to conduct meetings remotely and in person. Need to have MS Office with Excel and Word and be proficient in using those tools.
- A young professional who is motivated to learn and ready to launch their career.