

Marketing Assistant

We are looking for a committed individual who loves making things happen through effective marketing and communications. You will be fully involved in a varied working environment which is launching a number of exciting programmes this year including a new volunteering programme and the opening of the door to our beautiful site enabling other people and organisations to run inspiring programmes at Embercombe. You will be a key part of the team driving Embercombe's new marketing strategy and developing new business opportunities.

We are looking for someone with practical experience of working in Marketing and Digital Media with some sales experience. You will be a clear and articulate communicator, be adaptable with the flexibility to lead or work under direction on specific projects and have the ability to work under pressure to multiple deadlines.

You will be supported by an experienced team that is committed to autonomy and empowerment, and bringing about inspiring change in the world.

Roles and responsibilities

You will be required to undertake day-to-day marketing tasks including:

- website additions and updates on a Wordpress site
- adding new events to the website using our booking system Event Espresso
- coordinating blogs and daily social media
- creating email campaigns using our CRM software InfusionSoft
- updating and maintaining our CRM, creating and maintaining appropriate contact lists
- social media and campaign monitoring
- market research - finding new markets for our existing courses

You will be working in a busy office where everyone answers phones and enquiries and will become an advocate of Embercombe, engaging in dialogues and answering questions where appropriate. The Marketing and Communications team drive sales and we are looking for someone who is committed to doing this for an organisation whose impact in the world is growing.

To apply, please download an application form from our website, complete and return. All applications should be sent to clare@embercombe.co.uk by the closing date which is Sunday 10th January 2016.