

Content Assistant

Freelance + Remote

1-2 days per week

Rate - Quote your expected rate based on experience

Why work with Everything Is Chaos?:

We are a small but mighty startup, unafraid to do things differently. Our clients come to us for our out of the box thinking and creative approach to digital marketing strategy, which yields real results. As the company expands its client base, there are opportunities for this role to grow. We are currently preparing for the future and seeking the right team members to join us in providing high-quality service to our clients.

Main responsibilities:

- Assist the creation of engaging and persuasive content for social media, websites and email marketing.
- Social media community engagement (inbound & outbound).
- Manage collection of marketing assets from clients.
- Update website text and image based content using pre-made CMS template.
- Basic editing of video content, including altering aspect ratios for different social media platforms adding subtitles and thumbnails.
- Create social media image based content using pre-made Canva templates.
- Create e-newsletters using pre-made templates in an email builder.
- Assist in proofreading and editing content for accuracy, grammar, and consistency with client TOV.
- Conduct market research to identify trends and competitor strategies.
- Schedule social media posts in line with the content calendar.

We're looking for someone who has:

- Strong written and verbal communication skills.
- Proficiency in social media platforms and content creation tools.
- Knowledge of basic video editing and image editing techniques.
- Attention to detail and ability to meet deadlines.
- Passion for digital marketing and staying up-to-date with industry trends.

➡ [Apply here](#)