



Job Opportunity: Marketing – Social Media Admin Assistant. (Part-time). Are you looking to utilize your creative skills in marketing & social media, including digital, website administration, eblast & print mailing campaigns, promotional events, social media ads, YouTube video's and more? If so, this could be an opportunity for you to be instrumental in growing a Christian non-profit's market exposure while developing your professional skills. For more information and alignment with our mission to reach Business leaders with Biblical principles, please go to www.narrowgatenow.com.

Position Overview

Looking for a creative individual to promote the ministry's offerings, services, publications, events, and published books to the targeted business market. This is a **part-time role** (6-15 hours per week) with flexible remote hours, in the office once a week or as needed. Good position for college students, recent graduates, or professionals seeking to balance work with other commitments.

Key Responsibilities

- Create content, editing and scheduling marketing, promotional, and digital media eblast campaigns for social media YouTube, Facebook, Instagram, LinkedIn, website, email & mail.
- Prepare a monthly business newsletter for website distribution and social media.
- Prepare videos & snippets for YouTube, ministry website, and other media & Podcast platforms, utilizing Zoom and other video apps.
- Prepare pictures, reports, presentations, and other materials as needed for business events, meetings, podcasting & conferences.
- Prepare and submit press releases to various online, social, podcast, and print media outlets.
- Research market trends and provide insights into new promotional marketing reach strategies.
- Perform administrative duties as needed.

Qualifications

- Currently pursuing or has a degree in Marketing, Media, Advertising, Promotion, Business Admin, Social Media, Video, Photography, Graphic Design, related field, or work experience.
- Experience with video editing & promotions through Websites, YouTube, and other platforms.
- Must have your own computer. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with Canva and other basic graphic design tools Vista Print, Avery, and Adobe, etc.
- Good creative advertising, promotion & marketing abilities, verbal and written communication skills. Attentive to detail.
- Ability to work independently and meet deadlines.

How to apply:

- Interested candidates should send their **resume** and hourly rate range requirements to [debra@narrowgatenow.com]. We look forward to hearing from you.

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