



**Job Title: Online Marketing Executive**

**Location: Virtual Office Home Based**

**Hours: 4 hours per day Monday – Friday (Flexible)**

### **Job Description**

The main duties of the **OME** is to promote, market, advertise and offer Zev University's personal development training products and services online to the general public.

The #1 function and goal of the OME is to drive traffic, bring in new clients and build brand awareness via Facebook, Instagram, Eventbrite, YouTube etc...

### **Daily duties**

Review and update all social media marketing and ads.

Contact all potential clients asking for information and forward ZEVU information.

Review all social media response on ZEVU posting.

Direct potential clients to webinars and zoom meetings.

Email all daily reports at the end of each work day must be in before 9 pm.

Review ZEVU daily calendar of events.

Assist with promoting ZEVU online events, webinars and workshop.

Email or contact all potential, current or past clients with training and coaching updates.

Schedule training and coaching classes and meetings with clients.

Confirm all meetings booked on the ZEVU calendar before the scheduled time.

More duties maybe added in the future along with increase in compensation.