

Content & Design Wizard

WHAT WE'RE LOOKING FOR:

We're looking for someone comfortable creating designs for a variety of online platforms that are fun, approachable, and convey the right blend of enthusiasm and professionalism. Do you love to take an idea and run with it? Create content that speaks to women and sparks excitement? This could be a great fit for you! This role is mostly graphic design, but with a dash of social media management thrown in.

DUTIES WILL INCLUDE (but are not limited to):

- Crafting content for a variety of platforms (social media, website, pdf handouts, HTML emails and more),
- Working within existing branding guidelines but with an eye toward innovation and appeal,
- Coordinate with firm employees to both generate ideas and turn ideas into reality,
- Format and post blog articles, social media posts, etc.,
- and so on!

SCHEDULING:

Number of hours will vary based on needs, but I estimate 3–7 hours a month. You can set your own hours, as long as you perform tasks in a timely manner.

TECHNOLOGY:

Being tech-savvy is a must since it's a virtual firm and you'll be creating (mostly) digital content. If you have familiarity with some of these platforms, that is preferred; training will be provided as needed.

- Canva
- Lawcus
- Wix
- MailChimp
- LinkedIn, Facebook, Instagram

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OTHER IMPORTANT DETAILS:

This is an independent contractor position; you will **not** be an employee of the firm. You will be remote, so you must have your own workspace. You must provide your own computer, internet, and any related equipment that you desire. All of our tech tools are web-based, so nothing will need to be installed.

NEXT STEPS:

If you're enthusiastic, reliable, and a self-starter,
I'd love to talk to you.

Please apply by sending an email to info@emeraldawco.com with:

- o Your name
- o Your phone number
- o Why you'd be great for this position (I'd love to see samples of your work!)
- o What you do on the other days of the week (other jobs? parenting? school?)

Please add the word "CHEESE" in the subject line (to ensure you've read this post in its entirety).

Thank you!