

## **Let the Pin Lit Marketing Account Assistant Candidate Search begin!**

Pin Lit Marketing is a boutique Pinterest Marketing agency. We provide Pinterest Account Strategy and Consulting services including organic and verified merchant management services. We work with authors, illustrators, publishers, and literary agents to enhance marketability, visibility, develop academic credibility, promote and sell books, products, and services on Pinterest and we are actively recruiting impressive individuals in efforts to grow our team.

Our mission is to help book creators and book sellers enhance marketability, visibility, develop academic credibility, promote and sell books, products, and services on Pinterest. We believe that an author's, illustrator's, and/or book seller's audience is on Pinterest. With strategy, creativity, and consistency, we will help you find them.

To accomplish this goal, we're searching for exceptional team members with experience in the fields of education, writing, illustrating, and/or the publishing arena. If you love the craft of writing, reading, visual literacy, problem-solving and possess a little high-tech savvy, we want to work with you. We're looking for curious, thoughtful, creative, collaborative, enthusiastic and empathetic candidates to join our marketing team.

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**Position:** Pinterest Account Assistant

**Location:** Remote. This is a part-time, virtual, contractor position. Ideally, this position will be able to communicate during EST work hours.

**Expected Hourly Commitment:** 5 Hours per week with the opportunity for growth. There is flexibility regarding the scheduling of working hours and assignments will be given specific due dates.

### **What to Expect from Us:**

We hire professionals and we treat you like one. You will be expected to take responsibility for yourself; we do not micromanage. We are creating a team of

professional, competent, and highly engaging associates whose goal is to impact the success of our clients.

### **The Opportunity:**

We are seeking a calm yet agile individual who is fueled by top-notch service and who has experience with Digital Marketing. We are looking to utilize your excellent organizational skills and Pinterest Marketing experience to help provide amazing customer service to our clients. We invite you to apply.

NOTE: If you have a business of your own that would not provide time during your day to focus on this role, please do not apply.

Note: Although this position is as a contractor, you will not have the opportunity to work with our clients outside of your role at Pin Lit Marketing.

### **We want to Meet You Because:**

- You have your own technology (PC and good internet)
- You are trustworthy and can be counted on to safeguard confidentiality
- You are a strong communicator and comfortable working with a team
- You have robust writing and copywriting skills
- You have experience with the technology utilized at Pin Lit Marketing
- You have a positive attitude and eagerness to assist in completing projects
- You are highly organized, efficient, detail-oriented
- You have a proven ability to work remotely and to self-motivate
- You have a capacity for flexibility with changing priorities

### **The Role Responsibilities:**

- Follow the Pinterest content plan and strategy created for each client
- Organize and track client work utilizing the Planner (Google Sheets document) provided for each client
- Create Titles and Descriptions for Pins
- Create original Pin graphics/use custom templates in Canva
- Schedule posts via Pinterest and Tailwind with strict attention to detail using strategies provided

### **Tools You Will Use:**

- G-Suite (Docs, Sheets, Slides, Drive, Gmail)

- Voxer
- Zoom
- ClickUp
- Tailwind
- Canva
- Airtable

**How to Apply:**

- Submit a Cover Letter, your resume and references to [debbadee5@gmail.com](mailto:debbadee5@gmail.com) using the subject line: Applying for the Role of Pinterest Account Assistant.
- In the Cover Letter, tell us why you're interested in the position. Explain how your life experiences have prepared you to serve in the role.
- If you have been working in Pinterest Marketing please include examples of your recent work (sample Pin Images, Pin Titles/Descriptions).
- Applications will be accepted until November 30, 2022. Only candidates who fit our hiring criteria will be contacted for a video conference interview.