As a Marketing Operations and Design Assistant at Seeds of Fortune Inc., you will focus on marketing-specific operations across the spectrum from data collection and analysis to content creation and reporting.In this role, you will have the opportunity to engage with numerous internal and external business leaders. The activities you will be doing on a day-to-day basis include:

- Content distribution and management
- Research, data collection and reporting
- Website management
- Photoshop
- Canva Design
- Miscellaneous projects, as required

Seeds of Fortune Inc. encourages all of its team members to continuously develop their skill sets and gain experience.

Responsibilities & Duties:

Reports to: Executive Director and Director of Growth

The Marketing Operations Intern/Analyst will be required to complete initial onboarding/training to fully understand Seeds of Fortune Inc.'s team, methodology and approach. Once training is completed, this person will contribute by serving as a team member on the internal marketing operations team.

The Marketing Operations Intern/Analyst possesses excellent communication and organizational skills, and a strong focus on client satisfaction. The workplace environment at Seeds of Fortune Inc. is dynamic and this role's day-to-day activities will vary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Content Distribution and Management
- Manage all social media channels
- Distribute content via social media and other digital channels
- Podcast outreach and reviews for our founder
- Maintain content repository, including content edits using AP Style
- Regular reporting and testing
- Research and Data Collection
- Analyze competitors/partners/prospects
- Create and manage lists
- Input and manage information in CRM
- Website Management

- QA website / mobile testing
- UAT testing and Log bugs
- Miscellaneous projects, as required
- Job Qualifications
- Education

Intern: Rising sophomore - senior working towards a Bachelor's degree in Marketing, Business, or related field from an accredited university.
Entry Level: Upcoming or recent graduate in the same field. Ideal Experience

- Previous experience working in a professional business environment.
- Proven marketing experience is a plus.
- Other Knowledge, Skills, Abilities, or Attributes
- Excellent written and verbal communication abilities and strong attention to detail
- Research skills - an ability to do "deep dives" in different products, companies, and sectors, and develop new insights.
- Strong analytical skills, comfortable with qualitative and quantitative data.
- Problem solving and critical thinking - analyzing and simplifying complex issues; identifying problems and operational bottlenecks; developing potential solutions; and implementing and executing them.
- Adequate knowledge of data collection methods (polls, focus groups, surveys, market research, customer interviews, etc.).
- Highly motivated self-starter who creates opportunity, does not wait for direction, is highly organized and operates with limited management – this role must be resourceful
- Excellent interpersonal and relationship management skills. Ability to work with agile culture with a mix of different personality types. Must have proven ability to influence others to achieve results.
- Strong organizational skills –must be comfortable managing (and prioritizing) multiple tasks on multiple projects.
- Basic understanding of the technology landscape for business uses.
- Search engines, web analytics, and business research tools acumen.
- Proficient in business productivity tools (Microsoft Office, Google Suite).
- Knowledge of databases is a plus.
- Working knowledge of data warehousing, modeling and mining is a plus.
- Familiarity with CRM systems, such as Active Campaign.
- Familiarity with programs such as Slack and Monday.
- Familiarity with Canva, Photoshop, Webflow a plus.
- Must be highly digitally organized and willing to follow existing protocol.
- Must be familiar with AP (Associated Press) writing style.

Compensation: $25.00 an hour PT Contract
Interested Email Resume