



Social Media Assistant

We're Hiring

hello@thecreativeexchange.co | thecreativeexchange.co

We are looking for a freelance hourly social media assistant to help our team with a variety of social media marketing tasks for our CPG clients.

Estimated 15-20 Hours per month (with room to grow)

Hourly Rate Range: \$15-25

Duties:

- Managing comments and DMs on client social media accounts
- Social listening for client accounts
- Assisting with analytics reports
- Doing demos with social media tools
- Influencer and brand research
- Influencer management
- Scheduling, and posting content
- Assisting with social media strategies
- Identifying trending topics

Hard Commitments:

- 3x Monthly Team Meetings
- Occasional Client Calls
- Mon-Thurs Communications via Slack

Hard Commitments:

- 1-2 Years Experience in Social Media Marketing
- A love for social media

To Apply: Email anna@thecreativeexchange.co with your resume

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