

Marketing Coordinator

Description

Our Houston office is seeking a part time team member to assist in a marketing capacity. This role is ideal for a candidate that seeks to learn the skills necessary to run dynamic marketing strategies in a growing and busy financial planning practice. There is no prior experience with marketing software or database management needed. There may be additional opportunities for a candidate who proves to be effective and would like to grow within the company. If you are looking for an opportunity to establish yourself within an organization with potential to grow, then this position is for you. As a digital marketing/marketing research intern, you will be able to make a positive impression on your superiors and show them your abilities.

Position Details

- \$12/hour
- Part-time Internship
- Flexible Hours
 - Willing to work around class schedule

Candidate Characteristics

- Basic knowledge of MS Word and Excel
- Proficiency of email and Internet
- Candidate must be organized and open to learning

Job Functions

- List Building
- Contribute to digital marketing and email campaigns
- Maintaining and Updating Database
- Assist Certified Financial Planner(s) in Setting Up Client Events
- Coordinate and Organize Event Attendees

To apply visit <http://www.northstarfinancial.com/careers/position-openings/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. North Star Resource Group does not provide sponsorships.

