

MARKETING/SOCIAL MEDIA SPECIALIST

Sustainable Business Consulting (SBC) are strategic advisors that inspire and empower business to drive positive impact. We are a dynamic, highly-collaborative team that has been recognized as a B Corp Best for the World three out of the last four years.

We are looking for a hard-working, team-orientated individual with a “can-do” attitude that wants to build out and expand both our marketing and social media programs. This is a half-time position set between 20-24 hours/week.

Job Responsibilities

- Research, identify and implement opportunities for SBC to increase online presence
- Increase SBC’s social media activity, actively participate and create relationships with sustainability thought leaders and companies
- Optimize company’s SEO and website
- Capture and share industry news and trends with team to support innovation
- Write and co-author blogs and articles 2x month (including encouraging team members to write about topics of expertise)
- Identify and book paid speaking engagements and keynotes for SBC’s leadership team
- Write and manage the company’s quarterly newsletter
- Perform market research for various topics to assist with client pitches and deliverables
- Enhance value from existing partnerships (USGBC, 1% for the Planet, AASHE, ISSP, B Corp, etc.)

Qualifications

- 2+ years demonstrated experience in marketing and/or communications
- Expertise with social media campaigns— navigating and using LinkedIn, Twitter, and Facebook Analytics, Hootsuite, etc. (Google analytics and MS Office Suite are a requirement)
- Demonstrated familiarity with sustainability
- Willingness to attend events, market on behalf of and evangelize for SBC
- Strong work ethic, positive attitude
- Ability to work with a small team in a fast-paced work environment

Job Specifics

- 20-24 hours each week in our office
- Specific hours are flexible, but expectation is to be in office 3 days/week
- Base compensation of \$40/hour + profit sharing + 20% commission on any new clients brought in
- Position starts early February 2019, with interviews to take place over the two weeks following the application deadline

Application Details

No phone calls. Please email your resume and cover letter stating your reason for working at SBC to: Katie Secrist at Katie [at] sustainablebizconsulting.com

APPLICATIONS DUE January 14, 2019

SBC goes above and beyond to cultivate an inclusive workplace. It is the policy of SBC to afford Equal Employment Opportunity (EEO) to all employees regardless of their race, creed, color, sex, age, national origin, disability or veteran status and to conform to applicable laws and regulations affecting all protected classes.