



## **Product Marketing Assistant - Breakpoint**

*Posted June 2022*

The Breakpoint Marketing Assistant supports the product manager by coordinating production tasks and distributing episodes to our digital platforms.

1. **Responsibilities of Assistant.** Assistant shall:
  - A. Handles distribution and promotion tasks for content, including but not limited to:
    - a. coordinate editorial process: meeting agenda, show notes, follow-up tasks as requested by leadership; also coordinates product's participation in Colson Center marketing campaigns
    - b. posting/uploading episodes to website, podcast platform, etc.
    - c. social media scheduling
    - d. promoting content to third-party sites and publications for engagement and re-posting, and other marketing tasks
  - B. Writing opportunities also available for qualified applicants.
  - C. Reports to Marketing Coordinator, but will work most consistently with the relevant Product Manager.
  
2. **Responsibilities of The Colson Center.** The Colson Center shall:
  - A. Pay Artist: \$20 per hour, 10-20 hours per week (artist is a 1099 independent contractor and responsible for all taxes on income)

**How to apply:** submit your application at <https://www.colsoncenter.org/careers>