



Marketing Assistant – Colson Center & Upstream

Posted June 2022

The Marketing Assistant supports the Marketing Coordinator by organizing tasks and scheduling content in support of Colson Center products and campaigns.

1. **Responsibilities of Assistant.** Assistant shall:
 - A. Handles distribution and promotion tasks for content, including but not limited to:
 - a. support Colson Center podcasts (mainly Upstream) with show notes, scheduling, and editorial support
 - b. posting/uploading episodes to website, podcast platform, etc.
 - c. social media scheduling
 - d. scheduling emails and requesting website updates
 - B. Writing opportunities also available for qualified applicants.
 - C. Reports to Marketing Coordinator

2. **Responsibilities of The Colson Center.** The Colson Center shall:
 - A. Pay Artist: \$20 per hour, 10 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>