

Digital Marketing Assistant at WMM – short term contract

This role provides support to three other areas within the company. The person should have social media qualifications and experience. They must be very competent with Microsoft packages and work well within a team.

In addition to some general administrative duties the main responsibilities of this role are :

Facebook and Twitter

- Development of suitable posts for social media
- Daily posting/scheduling on Facebook and Twitter
- Conducting weekly competitions
- Continual monitoring of social media activity

Coverage for The Herald campaign (Mar-May mainly)

- Maintaining a schedule of articles
- Collecting and collating articles for the Herald each week

Website Updating (Mar-May mainly)

- Uploading weekly content
- Editing website information regularly
- Liaising with blogger on content for site

Charity administration

- Updating charity database
- Liaise with charities regarding marketing material

Number collection pre event (May)

- Support for RDS collection and other country collections where needed

On Event Day (June 5th)

- Assist at guest event
- Operation of social media coverage on race day

Term of contract : 8 months from November 2016 to June 2017

Weekly requirement : Average of 20 hrs p/wk. More hours required to be worked in the months of March-May

Remuneration for contract : €12,000 - €13,000