

Marketing/P.R. Assistant

Bishop Fox is a rapidly growing, global information security consulting firm, serving as trusted advisors to Fortune 1000, financial institutions, and high-tech startups. Our mission is to secure our clients and their business. Our core practices include Enterprise Security and Assessment & Penetration Testing.

At Bishop Fox, we pride ourselves on an awesome culture with a keen focus on quality. We work hard, but have fun, too. Because we believe great people make great teams, we select our teammates carefully. Some of us are hackers and some of us are engineers – but we're all consultants with a passion for protecting our clients that brings us together.

Generous benefits, flexible hours, and opportunities for growth abound.

Position Description: Marketing/P.R. Assistant

Reports to and supports: Marketing Coordinator

This position will start with a minimum of 20 hours per week with the intention to eventually move to full-time.

The Marketing/P.R. Assistant role requires a great deal of multi-tasking. During any given day you will:

Develop – Crafting methods to track and generate the following:

- Rapid response and journalist databases
- Monthly company newsletter
- Marketing campaigns

Research – Exploring innovative opportunities in order to:

- Expand current marketing and PR activities
- Gain insight into our industry
- Learn new ways of presenting ourselves to the market

Manage – Maintaining accounts, projects, and tasks such as:

- Social media (LinkedIn, Twitter, Facebook)
- Event and conference planning & coordination
- Company website using WordPress

JOB REQUIREMENTS:

- Organized
- Responsive
- Highly motivated
- Detail oriented
- Strong research skills
- Self-starter
- Enthusiastic worker
- Responsible
- Flexible with schedule
- Ability to manage time, tasks, and projects

Bonus

- Technical/IT background
- Experience dealing with reporters
- WordPress Experience
- MailChimp Experience

JOB SNAPSHOT

Employment Type Flexible
Job Type Marketing Assistant
Education Not Specified
Experience 1 or more year
Manages Others Yes
Industry Consulting
Location: Phoenix

Required Travel Negligible