

# Social Marketing and Management Assistant (Los Angeles)

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Location **California**  
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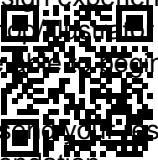
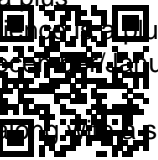







QR Code Link to This Post A Los Angeles based social media marketing and management company is searching for a social media/marketing intern. You will be working directly with the owner of the company.

- Responsibilities include but are not limited to:
- Assisting with social media strategy and captions
  - Monitoring social media and news stories
  - Pitching media
  - E-newsletter development
  - Assistance with photo shoots
  - Producing reports and presentations
  - Writing press materials
  - Updating media lists
  - Developing paid Facebook and Instagram ads

- Qualifications:
- Strong verbal and written communication skills
  - Strong attention to detail
  - Experience with Google products (Gmail, Drive, etc)
  - Social media knowledge and experience is a plus
  - Photography experience is a plus

Web design experience is a plus  
 Photoshop and Illustrator experience is a plus  
 Must be available to begin in December or January

Please do not contact me through short copy ads about my experience. I will not receive any benefit, experience or marketing services of recommendation.

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