

Role Description

This is a volunteer position for Cubed! Events Limited.

Title: Email - Marketing Assistant

Department: Marketing & Community

Unit: Services

Responds to: Marketing & Community Lead

Summary

As Email - Marketing Assistant you will be responsible for developing and delivering Cubed!'s email newsletter, helping to grow the event and foster a positive, excited and engaged community. You will lead the planning, writing and coordination of newsletter content ensuring that the communications are timely and aligned with Cubed!'s tone of voice.

You will also assist with other marketing tasks, such as social media content and planning.

You and your team will work closely with the Experiences team in order to support them and help them to deliver their goals.

Responsibilities

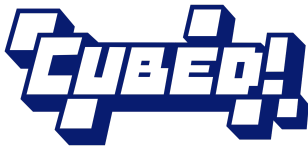
- Maintain and develop a regular email newsletter.
 - Including copywriting and content ideas.
 - Work alongside the Design & Assets team to ensure brand consistency.
- Work alongside the Experiences team to ensure their goals are met and features promoted.
- Analyse feedback and analytical data from the newsletter and provide reports to Management.
- Assist with extra ad hoc marketing tasks.

Desired Skills and Traits

- A keen eye for detail.
- Creative thinking.
- Strong communication and organisational skills.
- Ability to work with a team.

To apply, please email volunteer@cubedcon.com with the 'Role Title' as the Subject. Include; why you want the position, applicable skills and previous applicable projects or experience.

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- Good problem solving skills.
- Some management experience is ideal.
- A desire to deliver the best possible event for the community.
- Previous newsletter or marketing experience.

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