

# Marketing Assistant

£12/€14 per hour | 8 hours per week | 6 - 8 month contract | Remote

EMS Press is a Berlin-based mathematics publisher, owned by the European Mathematical Society. Our programme includes 20 journals, 15 new books per year and a backlist of 200 books.

We are looking for a diligent and methodical marketing assistant to join our geographically distributed team on a freelance basis. Based in Europe, you will be responsible for overseeing our email marketing activities and generating content for our blog and social media channels.

This role will support the business development and marketing team whilst our Head of Business Development is on maternity leave. It is a junior position and would suit someone with some marketing experience who is keen on developing hands-on experience in a busy academic publishing house. The role is flexible and would suit someone with other commitments.

## Role description

- Automated email marketing oversight
- Content generation for *ems.press Updates* blog
- Management of social media channels (Facebook, Twitter and LinkedIn)
- Ad-hoc printed marketing material preparation (Adobe InDesign)
- Event support for travelling team members as required
- Marketing support for external sales and marketing agents
- Maintenance of marketing materials on our website via Contentful CMS
- Ad-hoc marketing tasks including proof-reading

## What we offer

- Flexible working hours
- Small and dynamic international team
- Work with modern tools for project management and communication
- Membership with key industry bodies (ALPSP, STM, SSP)

## Requirements

- Own laptop
- Native English speaker
- Availability for 8 hours per week (flexible)

## Preferred

- Previous marketing experience
- German language skills a bonus

Please send a cover letter and CV with your earliest possible start date to Laura Simonite ([simonite@ems.press](mailto:simonite@ems.press)) before or on 28 June 2022. Early applications will be prioritised. First posted on 1 June 2022.