

Marketing Content Coordinator

This is a part-time position with work-from-home options and flexible hours.

Responsibilities:

- Plan, develop, and implement educational materials for instructor-led and online MSHA and OSHA required courses in accordance with annual curriculum guidelines. This includes, but is not limited to, PowerPoint presentations and correlating print handouts.
- Develop and implement strategic marketing plan that adheres to USS brand guidelines and supports overall marketing objectives.
- Develop marketing materials for classes, tradeshow exhibits, and events.
- Develop advertisements for various media outlets including print and digital.
- Train USS instructors as necessary in the use of newly developed programs.
- The program developer will need to collect data, create, adjust, and implement the program.

Qualifications:

- Highly developed communication and organization skills with excellent time management abilities.
- Able to work from home, office, or classroom settings on and off site when needed.
- Some travel required.
- Proficient knowledge of Microsoft Office suite, and some knowledge of basic graphic design programs such as illustrator and Photoshop.
- Able to create training for various platforms using online presentation tools such as Haiku Deck, Prezi, or Google etc....

Hours are flexible as long as demands can be met.

Starting wage 17.00 per hour.

If interested please send resume to sherri@unitedsafetysolutions.com

If you meet the qualifications, you will be selected for a phone interview.

After that interview, a join me meet will be set up.