

Marketing Communications Manager

SUMMARY

The Marketing Communications Manager position at InfoSystems is perfect for an early- to mid-career marketing professional who desires to work in an ambitious environment. The goal of InfoSystems marketing is to educate regional business leaders about technology and heighten awareness around cybersecurity. We want to inspire local business leaders to take part in a larger movement of building strong, tech-savvy companies that can compete against out-of-area businesses from major markets.

The ideal candidate for this position would see themselves as a strong salesperson who is great at marketing. They will have excellent copywriting skills and should be able to craft clear, effective messaging across different channels and formats (social, website, video, sales collateral, live events, etc.). Experience in the IT industry and hard skills such as graphic design, photography, video editing, web design, and public speaking are highly valued.

Requirements:

- 2+ years in marketing, HS Diploma, proficient with Word, Excel, Outlook, OneDrive, and OneNote (or the equivalent Google platforms), familiar with CRM software and marketing automation software.
- Report to office located near I-75 and East Brainerd Road, Chattanooga, TN.
- Full-time Permanent Position, Non-exempt Salaried employee, plus benefits, insurance, 401K, sick/vacation days, Monday-Friday, 8:00 a.m.-5:00 p.m.
- Occasional travel and work outside of normal business hours for special events.
- Rate – \$50,000-\$60,000, TBD after interview, based on experience and rating.
- Position is part of the Marketing department, report to VP of Marketing.
- Required lifting, standing, walking, sitting.
- Must dress in “business office” attire.

PRIMARY RESPONSIBILITIES & PROFICIENCY

- Manage and update the InfoSystems website using WordPress.
- Manage and update InfoSystems social media accounts.
- Manage InfoSystems podcast and video channels.
- Manage InfoSystems email and marketing software using ActiveCampaign.
- Plan and host InfoSystems special events.
- Support InfoSystems Sales, Administration, Human Resources, and Technical Services teams.

Disclaimer: The above list of duties and responsibilities is not intended to be a comprehensive list of duties and responsibilities of the job and may change without notice.

EQUAL OPPORTUNITY EMPLOYER: We do not discriminate based upon race, religion, gender, national origin, sexual orientation, familial status, age, handicap, marital status, etc.

If you are offered this position, you and your position supervisor will sign this job description. Your signature will be your statement that you understand the terms set forth above, meet the requirements, and are ready, willing, and able to fill the role set forth above.

Josh Davis, VP of Marketing
INFOSYSTEMS, INC.

Email Resume with Cover Letter to joshd@infosystems.biz and also copy recruit@infosystems.biz