

## MARKETING ASSISTANT

At Boulder Creek Technologies we specialize in rapid product development and prototyping. Our specialties include mechanical, electrical, systems, and software engineering for the Cannabis, Hemp, National Laboratory and Pharmaceutical markets. With a wide-ranging portfolio of projects in botanical processing equipment and manufacturing, we value creativity, passion, and intelligence. Our work culture encourages these traits in a fast paced, highly collaborative professional environment.

### ABOUT YOU

You are passionate about what you do, willing to step up to challenges and humble enough to ask for help when you need it. You are excited to learn new technologies and techniques and continually grow and improve as a Marketing Assistant. You are an inquisitive, passionate, independent strategic thinker who can assist in supporting the sales and administrative teams to create and deliver high quality marketing, social media, photography and videography deliverables. You bring at least 2 years of related experience to this role and are eager to continue to advance your career.

### ROLE SUMMARY

The Marketing Assistant is responsible for providing marketing, photography, videography, website, and business development support to the team to aid in the increase in company exposure, brand recognition and sales leads.

### CORE RESPONSIBILITIES

- Write captivating copy for a wide variety of platforms: Social Media; Original and curated content; Advertising campaigns; Technical copywriting; and Promotional photography
- Lead in the creation, update and proofreading of marketing collateral and sales tools including printed and electronic materials, business cards, flyers, etc
- Prepare materials for events and presentations; ability to customize for specific topics based on audience
- Manage social media presence and content
- Manage customer mailing lists and email blasts through HubSpot
- Update and maintain company website
- Create, Edit, Publish photography and videography
- Provide company event support
- Manage budget and timelines to ensure expenses stay on track and content is consistently published
- Assist with special projects
- Some travel may be required
- Other duties as assigned

### SKILLS AND EXPERIENCE

- Degree in Marketing, or Related Field
- At least 2 years direct experience
- Ability to provide personal portfolio to include samples of printed materials, photographs, and videos
- Proficient with Photoshop, Illustrator, PowerPoint, and Adobe Creative Suite
- Solid understanding of marketing concepts
- Ability to handle multiple projects, assignments, and priorities simultaneously
- Capacity for change and adaptation to new situations, shifts in direction and priorities
- Strong interpersonal, oral, and written communication, and presentation skills
- Experience with Microsoft Office tools and related systems and software

Boulder Creek Technologies is an equal opportunity employer and offers a competitive compensation package, including unlimited paid time off, paid holidays, and company stock options. If you are interested in applying for this role, please send your resume to [careers@bouldercreektechnologies.com](mailto:careers@bouldercreektechnologies.com).