



## **MARKETING PRODUCTION ASSISTANT**

Part-time contract position

### **ABOUT STOCKBOX**

Stockbox is the new neighborhood grocery. We place small format grocery stores throughout urban areas, to provide a local resource for fresh foods and essential staples in communities that don't have access to good food. Stores are bright, inviting and fun; inventory adjusts to respond to the local community; and we integrate customer engagement to shift consumer habits.

### **ABOUT YOU**

You are a smart creative who knows how to work fast and smart; you know which details make all the difference and which ones don't make any difference. You have an excitement for working at a small company with big aspirations and an entrepreneurial mindset. You are a master of design software, including Adobe Creative Suite CS6, Microsoft Office, WordPress and MailChimp (and you laughed when you saw "design software" and "Microsoft Office" in the same sentence). You have the initiative to self-manage and the diligence to meet publishing deadlines.

### **ABOUT THE POSITION**

The Marketing Production Assistant will be responsible for creating and editing images, developing copy and producing assets for print and electronic distribution to support a number of ongoing marketing efforts, including:

- Monthly grocery circulars
- Direct mail flyers to local residents
- In-store product and promotional signage
- Email newsletters
- Website and social media posts
- Other projects and promotions as necessary

This position may require work to be completed in our HQ office (in SODO), in either of our two stores (South Park & First Hill), as well as remotely. As such, the ideal candidate will be comfortable working in a remote environment and have access to their own computer and software.

### **DETAILS**

- Part-time: average 10 hours per week
- Pay: \$15 per hour
- Contract: 5 months (February – June) possibility to continue depending on company's needs
- Reports to: Marketing & Business Development Manager

### **TO APPLY**

Send resume, cover letter and any relevant work samples to [work@stockboxgrocers.com](mailto:work@stockboxgrocers.com). Include "Marketing Production Assistant" in subject line.