



## **Bilingual Marketing Assistant**

EvanTell is seeking an ambitious and talented bilingual (English/Spanish) Marketing Assistant to add to our ministry team in Dallas. EvanTell has been dedicated to spreading the gospel of Jesus Christ and training Christians how to effectively share their faith for more than 50 years.

The ideal candidate for this position will be fluent in Spanish and English and have an understanding of digital marketing best practices. He or she will have a basic understanding of marketing automation systems and platforms like WordPress, email automation platforms, and top-tier social media platforms like YouTube, Instagram, and Facebook.

The Marketing Assistant will report directly to the Marketing Specialist. He or she will assist in the development and implementation of primarily Spanish content across various marketing channels for EvanTell's Hispanic Ministry audience.

### **Responsibilities**

- Translating materials into Spanish from English and vice versa
- Designing graphics and visual components for various marketing initiatives
- Monitoring and reporting on metrics pulled from Google Analytics and other analytics platforms
- Managing and creating content for EvanTell's social media channels (Facebook, Instagram, and YouTube) (comfortability on camera is a plus)
- Building email campaigns and managing our marketing automation system
- Developing articles, uploading blogs, and creating landing pages for EvanTell's websites.
- Assisting with various marketing-related tasks and duties as needed
- Additional responsibilities as required

### **Minimum Requirements**

- Bachelor's degree in marketing, advertising or related field
- Must be bilingual and fluent in both English and Spanish
- Experience with SharpSpring, Constant Contact, or similar marketing automation software
- Experience working in digital marketing, advertising, or related field
- Experience with WordPress, Google Analytics, and social media platforms
- Experience in cross-cultural/international environments (preferred)
- Experience with Adobe Suite (Illustrator, InDesign, Premiere Pro, After Effects) (preferred)
- Ability to meet expected deadlines with minimum supervision
- Ability to multi-task effectively in a fast-paced environment
- Excellent problem-solving skills
- Strong communication and organizational skills
- Ability to propose new initiatives and implement strategies for Hispanic Ministry

To apply, please email your resume to Samantha Schmitz - [sschmitz@evantell.org](mailto:sschmitz@evantell.org)