



JOB DESCRIPTION

Freelance Social Media, Graphic Designer, and Paid Ad Assistant

COMPANY:	Digital Mountain Creative, LLC
LOCATION:	Remote
POSITION TYPE:	Freelance / Independent Contractor
HOURS:	Part-time, 10-20 hours per week (flexible)

OVERVIEW:

Digital Mountain Creative is expanding its team and seeking a talented freelance Social Media, Graphic Designer, and Paid Advertising Assistant to join us remotely. As a growing marketing and creative services agency specializing in crafting compelling brand stories and executing integrated marketing campaigns for small businesses, this role will involve creating engaging social media content, designing graphics, managing email campaigns, and assisting in managing paid search and social advertisements.

RESPONSIBILITIES:

- Develop and design creative social media content that aligns with brand strategies and objectives.
- Design eye-catching graphics for various platforms, including social media posts, email newsletters, and website assets.
- Assist in managing paid search and social media advertising campaigns, including setting up ads, monitoring performance, and making optimizations.
- Create and execute email marketing campaigns, including designing templates and crafting compelling content.
- Collaborate with the team to brainstorm and conceptualize marketing ideas and campaigns.
- Ensure all designs adhere to brand guidelines and reflect the Digital Mountain Creative brand identity.
- Stay updated on industry trends and best practices in social media, graphic design, paid advertising, and digital marketing.

REQUIREMENTS:

- Proven experience as a social media coordinator, graphic designer, or similar role.
- Strong portfolio showcasing creative and impactful social media content and graphic design work.
- Experience or familiarity with managing paid search (Google Ads) and social media advertising (Facebook, Instagram, LinkedIn, etc.).
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other relevant design tools.
- Excellent written and verbal communication skills.
- Ability to work independently, manage time effectively, and meet deadlines.
- Understanding of digital marketing principles and best practices is a plus.
- Availability to work 10-20 hours per week, with flexibility to adjust hours as needed.

How to Apply

Interested candidates should submit a [resume](#), [portfolio showcasing relevant work](#), [hourly rate requirement](#), and a [brief cover letter](#) outlining their experience and interest in the role. US residents only. Please apply through our website or email jennie@digitalmountaincreative.com with the subject line "[Freelance Application](#)."