

Casual, innovative, small B2B media company in Rockville, Maryland, seeks a sharp, curious early-career marketer / graphic designer ready and willing to jump into a wide range of projects. Our culture is not especially corporate. We are casual and flexible, yet diligent, accountable, and well-organized. Our everyday dress code is casual.

The company

Our company covers topics in the financial services industry relating to debt, including the payment of healthcare, automobile, credit cards, student loans, and other bills. Our website ([insideARM](#)) and daily e-newsletter is *the* go-to information source for the industry. Our content reaches tens of thousands of collection agencies and law firms, debt buyers, creditors, suppliers of technology, servicers to these groups, regulators, industry investors, and many other interested parties.

We also produce several industry-leading conferences known for their rich content and intimate/collaborative environment; we host a membership group called the [Compliance Professionals Forum](#); and we manage the [Consumer Relations Consortium](#), a well-respected advocacy group for the larger firms in the industry. Visit [theiAinstitute.com](#) to read more.

The job

We are seeking a marketing coordinator with an entrepreneurial spirit, good organizational abilities and some graphic design skills who can work both independently and in a small team environment. Responsibilities include (for instance): social media channel management and strategy, marketing automation management, analytics and campaign design, list management, lead list building strategy and implementation, promotional material and web ad design.

About you

First and foremost, we're looking for someone to handle the details behind multiple marketing, list management and graphic design projects. This would be a great opportunity for candidates interested in (and capable of) jumping into a wide range of marketing and design projects. Our ideal candidate has the focus and skills to manage and master our current slate of projects *and* the motivation and creativity to develop new modes of creative outreach.

Ours is a small media company with lots of projects, both ongoing and in the works, which means that there will be opportunities for growth and project ownership. Some marketing and graphic design experience is a must. Strong writing and conceptual skills are arguably more important. And, low drama, too. We work best with folks who have an even keel and strong work ethic.

Interested?

If what you read piqued your interest, please send a resume and cover letter explaining your interest to aaron@insidearm.com. **Please note: resumes without cover letters will not be reviewed. Poorly written cover letters will fill our hearts with sadness.**
