



CCD & Marketing Assistant

Role overview

The **CCD & Marketing Assistant** supports all company, HR and educational-related processes by engaging in the promotion of our company's services for students and our employer brand for candidates.

Responsibilities

- **Events organization**- undertaking all delivery elements (finding instructors, creating online forms, managing registration and venue compliance, collecting feedback and compiling reports);
- **Developing partnerships and managing a portfolio** of organizations offering suitable vacancies for our student;
- **Job ad and career development content posting** in the CCD website, Newsletters, Facebook and LinkedIn pages and groups, Twitter, Pinterest etc.;
- **Media buying**- billboards, radio ads, subway ads etc.;
- **Copywriting**- articles on topics related to career development and success story campaigns.
- **Collaborating with the Learning & Recruitment Coordinator** for Employer Branding purposes, partnerships with companies to obtain jobs for our students, job ad posting, seminar topics and student feedback;
- **Other tasks** as assigned by HR Manager, Country Manager and/or Executive Manager.

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