



## **Job Title: Marketing & Communications Associate**

### **The Company:**

StarChase, LLC is a Virginia based company that provides ground-breaking GPS tagging and tracking technology to local, state and federal law enforcement agencies worldwide. The chosen candidate will have the opportunity to support a revolutionary solution designed to mitigate the inherent risks surrounding high-speed pursuits. This is an opportunity to work for a ground-breaking company whose product has been featured in *The Today Show*, *USA Today* and *ABC News*.

### **Job Description:**

Click, share, like! We're looking for a driven digital marketing and communications associate who has the desire to learn while enhancing their skill set. The ideal candidate will have a strong ability to problem solve, multi task, work independently and collaborate with others.

The Marketing & Communications Associate reports directly to the Marketing & Communications Manager and is responsible for supporting various aspects of the company's initiatives listed below. The position is based in the corporate offices in Virginia Beach, VA.

### **Responsibilities:**

- Update social media channels including Facebook, Google Plus, Twitter, YouTube, and blog
- Assist in all facets of event coordination, including ordering booth materials, creating mailing lists, coordinating promotions, and organizing and shipping show materials
- Support Marketing & Communications Manager with developing literature and e-marketing campaigns
- Track related industry news, research and analytics.
- Help Marketing & Sales develop digital and print advertising campaigns
- Perform other administrative duties and specific projects, as assigned at the discretion of executive management.

### **Job Requirements:**

Hours: 40 hours per week

- Understanding of and experience with implementing and measuring best-practice social media marketing programs
- Advanced Microsoft Office proficiency including Outlook, Word, Excel, and PowerPoint.
- Knowledge of Adobe Photoshop, Publisher, Illustrator or other graphic design programs is a plus
- Must have excellent proof reading, verbal and written communication skills
- Willingness to take initiative, think creatively and solve problems
- Ability to function well in a fast-paced environment

- Familiarity with social media applications and best practices (Blogs, Facebook, LinkedIn, Yelp, Twitter, YouTube)
- Excellent team liaison skills
- Ability to set KPIs and monitor email performance data
- An understanding of basic marketing principles
- A strong passion for marketing automation and digital marketing
- Comfort with communicating with internal partners at all levels and as well as an external audience
- Able to lift and move trade show materials of 30-50 lbs.
- 1-3 years of previous experience.

**Qualifications:**

- BS or BA in Marketing, Communications or other related fields preferred. Associates in corresponding courses will be considered.

**Compensation:**

- Pay is commensurate with experience.

**Posting Expiration:**

This position will remain open for an average of 30 days, unless filled previous to then.

Interested candidates submit resumes and salary requirements to: [careers@starchase.com](mailto:careers@starchase.com)

*Please no phone calls.*

*StarChase provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.*