



**Sales and Marketing Assistant
Interview Connections**

Interview Connections is seeking to add its next superstar to our rapidly growing team! If you are looking for a dynamic role with a rapidly growing entrepreneurial company and want a career working remotely in the creative online space, then keep reading! This may be the perfect job for you.

Our expectations are that this person is very well organized and detail oriented. As this is a sales and marketing position, you should be money-motivated and confident in your ability to generate leads and ultimately close sales. If you have fun with social media, are excited to bring your creative gene to work and bring innovative ideas to the table, then this job may be for you!

Weekly job functions include, but are not limited to:

Sales

- Complete assigned sales and marketing trainings
- Get on daily team calls to review current sales performance and goals, current company happenings, and focus for the day/week
- Message all new followers each day on Facebook, LinkedIn and Instagram to welcome them to our community and engage to move them to listen to the company podcast and join our free Facebook group, Guest Expert Profit Lab
- Engage on other social media accounts each day of people that you want to pay attention to what we are doing
- Send follow-up messages to engage current followers following our messaging strategy
- Work with Booking Agents on their referral marketing plan
- Be online during Facebook Live trainings to engage with followers
- Tag members in the Facebook group on posts promoting the podcast and trainings
- Schedule leads for consult calls
- Sign up new clients during live launches

Marketing:

- Assist Co Owners on a monthly content creation day (organize new posts in Google Drive, submit graphic requests to our design vendor, write podcast show notes, and coordinate with podcast editor to get episodes produced and uploaded)
- Upload daily Instagram stories utilizing all available functions
- Take all content sent from podcast guest appearances and turn into stories, feed posts, etc.

Sales and Marketing Team members will be expected to meet and exceed specific key performance indicators (KPIs) around growing our social media following, podcast audience, and attracting and closing new clients, and are expected to close 4x their salary in sales (\$120k a year minimum in sales).

Compensation and Benefits:

\$15/hr + Uncapped Commission
Health and dental available
PTO and Sick Time

How to Apply:

Email your cover letter and resume to matt@interviewconnections.com.

About Interview Connections

Interview Connections is the leading podcast booking agency in the world. The company was founded in 2013 by Jessica Rhodes. Co owned by Jessica Rhodes and Margy Feldhuhn. Interview Connections works with successful service based online entrepreneurs who want to leverage guest expert appearances on podcasts to build more brand awareness in their business.

The Interview Connections team of Booking Agents are the podcast powerhouses behind many of the record breaking book launches you've seen today, with clients such as Ali Brown, JJ Virgin, Perry Marshall, other authors you may know, and numerous PR agencies who hire them for their podcasting savvy and booking skills.

Jessica and Margy are committed to ongoing philanthropic work in their local community. Margy is very active in animal rescue, and organizes a yearly fundraiser called Art for Animals. In 2019 she was recognized for her efforts with a "Humane Heroes" award. Jessica is an active member of her son's public school Design Team where she is helping to improve the student experience. She is also a volunteer for Foster Forward where she mentors a 17 year old girl in foster care.