**Title:** Part-Time/ Temporary Content Marketing Specialist

**Department:** Sales and Marketing

**Report To:** Marketing Manager

**Apply To:** team@pondurance.com (Cover Letter and Resume/CV)

**Company Profile**

Pondurance LLC, founded and headquartered in Indianapolis IN, is a leading information security solution provider. Since 2008, Pondurance experts have set, followed and developed the latest industry trends and cutting-edge security technologies, providing peace of mind to our valued clients. We partner with our clients on a comprehensive range of services, with a special focus on Incident Response, Security, Continuity, Compliance and Threat Management Solutions. With over 100 years of collective industry experience, Pondurance consultants provide custom and intelligent cyber and information risk management solutions that prepare our clients to adapt and thrive in a volatile security landscape. At Pondurance we thrive on a culture of excellence by adhering to the following core values:

* **Champion Others**: Our foundation is rooted in a tenet of servant leadership.
* **Be Genuine**: Pondurance is built on strong relationships fostered by a culture of integrity and trust.
* **Pursue Balance**: We must pursue balance in everything we do; work/life, data/emotion, confidence/humility, and risk/tolerance.
* **Creative Collaboration**: We are problem solvers at heart and none of us exist on an island. The team partners with one another and our clients to solve problems together.

**Job Summary Description**

The Marketing Specialist will be responsible for generating content and playing a key piece in the overall marketing strategy. You will get to work directly with the sales team and internal subject matter experts to create compelling content and marketing slicks to help propel Pondurance toward its goals.

### Role Responsibilities

Reporting to the Marketing Manager:

* Write copy for whitepapers, case studies, and other marketing materials
* Use brand guidelines to create some design elements
* Assist in the optimization of blog posts and webpages by optimizing SEO
* Communicate with internal and external teams in a timely fashion to complete objectives
* Demonstrate ability to meet company objectives

### Required Education and Experience

* Working toward or possessing a degree in Business, Marketing, PR, or Journalism
* Some copywriting experience preferred
* Desire to gain knowledge or direct experience in cyber security

### Skills and Qualifications

* Ability to collaborate with others
* Highly competitive and self-motivated
* Comfortable in a fast-paced environment
* Very organized with ability to multitask
* Excellent verbal and written communication
* You must possess listening and problem-solving skills
* Proficient with Microsoft Word, Excel
* Experience with Photoshop and Illustrator
* Research and report writing skills
* Ability to execute plans in a structured, timely fashion