



Job Description for Project Manager Assistant

Company: 5 Fold Media, LLC, is a Christian-based, Spirit-led publishing company that was founded in 2009. Within the first seven years of the company they produced over 200 titles. 5 Fold Media specializes in book publishing and individual publishing services (cover design, interior layout, editing, distribution, etc.).

Department: Project Management

Reports To: Project Manager

Hours: 10 hours per week during the workday. These hours can be spread out over 1-3 days.
*Note: this is not a temporary position. We are looking to hire long term.

Location: Must be local to the Syracuse, NY area. Can work from home and utilize off-site meetings.

Requirements: Must have their own computer that can handle software needed for the position and their own form of transportation.

Responsibilities:

1. Communicates with authors as directed for various reasons during book development.
2. Blog post creation and sharing. Multiple posts per week.
 - a. Creates blog posts for book releases, scheduled events, and articles.
 - b. Shares information through online services and social media networks.
3. Regular and ongoing Internet research for many projects.

Skills Needed:

- Excellent computer and Internet skills required.
- Must be good with Microsoft Word and have basic understanding of Microsoft Excel.
- Have access to and basic understanding of Adobe Photoshop and Adobe InDesign.
- Have experience with posting to blogs and social media venues.
- Able to keep good computer and e-mail files with logical organization.
- Have a good eye for relevant, eye-catching imagery for company promotions.
- Must have good grammar, spelling, and punctuation skills.
- Be able to think through and problem solve.
- Be able to represent 5 Fold Media in a clear, professional manner to our clients.

If Interested: Contact Andy Sanders at 315.570.3333 ext. 1, or andy@5foldmedia.com.