



Job Description: INTERIM MARKET RESEARCH ASSISTANT

Location: Chicago, IL, USA

Summary: Amble Resorts is seeking an Interim Market Research Assistant for approximately two months of full-time work associated with the marketing of its hotel and vacation home properties. There is the possibility of extending the contract if the workload warrants. The person hired for this position can expect an environment that nurtures and challenges, while providing valuable career-building experience. This is a highly visible role within the organization involving direct interaction with senior management.

Amble Resorts is a values-driven company that believes in maintaining a close-knit team of diverse, values-driven professionals that can work together to achieve our goals. We are small but quickly growing company with room for rapid professional and personal growth for those who perform with excellence.

Responsibilities: Responsibilities will vary depending on experience, abilities, and desire to learn. Some examples of responsibilities include:

- Supporting all types of research needed by senior management including: Market Opportunities, Branding/Positioning, and Customer Communications/Advertising
- Editing, proofing, and search engine optimization of web copy, blog articles, and photos for online use
- Implementing and tracking the effectiveness of ad campaigns and PR initiatives while monitoring for quality control of brand and messaging.
- Conducting independent research into media, press release subjects, and the like
- Assembling and mailing of collateral to sales prospects
- Providing general office support and assistance where needed
- Other duties as assigned

Requirements: The ideal candidate has an undergraduate degree in marketing, business, economics, journalism or similar fields. In addition, the ideal candidate has:

- A degree in a field related to this work, such as marketing, business administration, or economics
- Exceptional analytical abilities
- Strong written, verbal and presentation skills
- Excellent organizational skills and acute attention to detail
- Proficiency in basic office programs, such as Word and Excel, and a facility in learning new software
- An eagerness to learn and an ability to work independently

Reports to: Marketing Director, with close coordination with CFO and company President

Compensation: \$12 – \$15/hour on an independent contractor basis; pay dependant on experience

Contact: Please send a cover letter and your resume to hr@amble.com