

Position Title: Associate, Marketing Communications – Pensionmark Financial Group, LLC

Position Objective

The Marketing Communications Associate will be a part of the Pensionmark corporate service team to support our nationwide network of financial advisors to conceptualize and maintain marketing communication, manage projects, and ensure all messaging and branding remains consistent across all communication outlets, marketing campaigns, and PR. The ideal candidate is detail oriented, self-motivated, and eager to learn about the financial services industry.

Typical Duties and Responsibilities

- Report to Manager of Marketing Communications and assist with on-going tasks and projects.
- Assist, create, and maintain client communications templates and resources.
 - Assist in managing the Financial Wellness Program.
 - Coordinate and distribute email campaigns through marketing automation system.
 - Prepare and manage webinars.
 - Manage templates and content for client delivered materials.
 - Organize, format and update presentation library.
 - Track client engagement across 2000+ corporate retirement plan clients.
- Manage Pensionmark website as a member of the Website Committee.
 - Research and create content for the Financial Wellness Center
- Actively participate and contribute to the Public Relations Committee.
 - Assist in entry/inclusion of potential industry awards and recognitions available on local and national level.
 - Assist in creation and distribution of corporate Press Releases (awards, recognitions, new client acquisition, advisor partnership, etc.).
- Field marketing and communication request from advisors.

Job Qualifications

- Bachelor's Degree from accredited university.
- Self-starter who has an ability to work in both an independent and team environment and contribute to department initiatives and growth.
- Proven verbal, written communication and interpersonal skills.
- Superb computer skills, including facility with Microsoft Office Suite (Word, PowerPoint, Excel, etc.).
- Detail oriented, organized, and able to multitask.
- Comfortable working with all levels of management.
- Experience with WordPress, HTML, and CSS a plus.
- Experience with Photoshop, Gimp, or other digital editing software a plus.

Job Description



About Pensionmark Financial Group

Pensionmark Financial Group is a nationally recognized financial services firm dedicated to providing the industry's premier independent retirement plan and investment advisory services to employers, executives, and individual investors.

Top-Tier Benefits

Pensionmark Financial Group offers a wide range of benefits including a safe harbor retirement plan, health, dental, vision, and a variable pay/bonus program. Pensionmark Financial Group also offers tuition assistance for industry licensing and reimbursement for qualified continuing education.

Stimulating Environment

We strive to provide a challenging, stimulating environment for the best and brightest in the industry. We believe our employees can best serve our clients in an atmosphere where individuals are treated fairly, where professional growth is fostered and encouraged, and where a healthy balance between work and home life is respected and preserved. We promote a friendly and collaborative work environment with regular perks such as group meals and onsite or offsite team-building.

Team-Oriented

Professionals typically work together in teams with multiple people from different departments to meet our clients' needs. Our junior staff works with their team members to develop the skills and knowledge to succeed and assume more senior level positions as they progress at our firm.