



Part-Time Bilingual Social Media & Marketing Assistant

Company:	Voler Strategic Advisors
Start Date:	June 1, 2026 (approx.)
Classification:	Non-exempt, part-time, onsite
Location:	San Jose, CA (not virtual)
Schedule:	Weekdays, ~20 hrs/wk (business hours; occasional evenings/ weekends)
Compensation:	\$25-\$30, commensurate with experience

About Voler Strategic Advisors

Voler Strategic Advisors is a multilingual communications and public affairs firm serving leaders in education, government, nonprofit, and corporate sectors across California. We help organizations build strong brands, tell compelling stories, and connect with their communities through strategic communications, media, and digital marketing.

Position Overview

We're looking for a motivated, creative, and organized current or recent college graduate who wants hands-on experience in social media and marketing. This entry-level role is ideal for someone who enjoys writing, storytelling, and creating engaging digital content while learning how a communications agency operates.

What You'll Do

Social Media & Newsletter Content

- Write and develop engaging social media content, captions, and short-form copy
- Draft and help produce email newsletters and email marketing campaigns
- Create, schedule, and monitor posts across platforms (Instagram, LinkedIn, Facebook, X, etc.)
- Help build and maintain monthly content calendars
- Monitor engagement and respond to comments/messages when appropriate
- Track performance metrics and assist with simple reports
- Research trends and pitch new content ideas

Content & Marketing Support

- Assist with writing website updates, blog posts, and promotional copy
- Create simple graphics using Canva or similar tools
- Support digital marketing and email campaigns



Client & Team Support

- Help prepare presentations and marketing materials
- Support event promotion and attend local Bay Area activities/events as assigned
- Assist with research, organization, and project coordination

Who You Are

- A self-starter who takes initiative and enjoys learning new skills
- Curious, creative, and excited to grow in communications and marketing
- Organized, reliable, and comfortable managing multiple small tasks
- Strong communicator and team player
- Comfortable supporting and attending occasional local events and activities

What We're Looking For

- Current student or recent graduate in Communications, Marketing, PR, Journalism, English, or related field
- Strong writing, editing, and proofreading skills
- Interest in storytelling, social media, and digital marketing
- Professional fluency in **English + Spanish** or **English + Vietnamese** (required)
- Familiarity with Canva or basic design tools
- Experience writing for social media, newsletters, or student organizations
- Experience with social media scheduling tools or email platforms

What You'll Gain

- Real agency experience working on client campaigns
- Mentorship and hands-on training
- Portfolio-ready social media, newsletter, and marketing content

To Apply

Send your resume and a brief cover letter to HR@volersa.com with the subject line: *Part-Time Social Media & Marketing Assistant Application*