



Freelance Digital Marketing Assistant

Duration: May 2026 – February 2027, with potential to convert to full-time employment

Time commitment: 20-25 hours per week

Contract type: Independent Contractor

Your Role:

Support the marketing team with day-to-day digital execution, with a focus on email automation, web content, and data maintenance. Help ensure marketing systems, content, and data remain accurate, organized, and ready to support campaigns across channels. This role plays a critical support function in maintaining the operational foundation that enables effective digital marketing and supporter engagement.

What You'll Do:

- Assist with email automation tasks including building, testing, and performance tracking for emails across campaigns.
- Perform routine maintenance in HubSpot to ensure data accuracy. Run reports, import and export data as needed.
- Create templated donation and event registration pages.
- Update website content within the CMS (Sitecore), including text, file updates, and minor content changes.
- Generate short URLs, QR codes, and tagged links to support campaigns and tracking efforts.
- Assist with quality assurance to ensure emails and web content display correctly.
- Perform other duties as assigned.

Your Qualifications:

- Bachelor's degree in Marketing, Communications, Journalism, or related field and 2+ years of experience in a marketing setting.
- Working knowledge of HubSpot, Sitecore, Asana or similar marketing platforms preferred.
- Ability to manage tasks across different tools, systems, and projects in a fast-paced environment.

- Commitment to support, promote, and authentically communicate FMSC's Christian mission and goals
- Experience in nonprofit, faith-based, or mission-driven organizations preferred.
- Detail-oriented with strong written and verbal communication skills

Your Team:

- Work location is Greater Minneapolis – St. Paul area, with flexible/hybrid work schedule that allows for both office and remote work
- Reports to Marketing Operations and Analytics Manager.

To Apply:

Please submit your resume and cover letter to both cparmley@fmisc.org and tkrueger@fmisc.org