



**Easy
Entertaining**
PRESERVING LOCAL FLAVOR SINCE 2006

Social Media & Email Marketing Coordinator (Part Time)

Location: Providence, RI (02908)

Hours: 8–12 hours per week

Compensation: \$24–\$30 per hour depending on experience

Schedule: Flexible, primarily remote with one weekly in-person meeting

Easy Entertaining is a Providence based catering and events company producing weddings, corporate events, and private celebrations throughout Rhode Island and the surrounding region. We are looking for a creative and organized **Social Media & Email Marketing Coordinator** to help share our events, food, and brand story through digital channels.

This is an ideal role for someone who enjoys storytelling through food and events, understands social media strategy, and wants flexible part-time work with room for growth.

Key Responsibilities

- Plan and schedule social media content across platforms (Instagram, Facebook, etc.)
- Capture photo and video content at select events
- Create short-form content including reels, stories, and event highlights
- Manage email marketing campaigns and newsletters through our Wix platform
- Maintain brand voice and visual consistency across channels
- Coordinate with the sales team on upcoming events, promotions, and announcements
- Track engagement and suggest ideas to improve reach and audience growth
- Attend a weekly Tuesday check-in meeting in Providence to review progress and needs

Event Coverage

Some weekend work will be required. This may include attending events to capture behind-the-scenes footage, food presentation, and guest experience content to be used across social channels and marketing materials.

Qualifications

- Proven experience managing social media for a brand or business
- Strong understanding of Instagram, reels, stories, and content trends
- Experience with email marketing platforms (Wix experience strongly preferred)
- Ability to capture and edit photo and video content for social platforms
- Strong organizational skills and ability to work independently

- Interest in food, hospitality, events, or catering preferred
- Reliable transportation to attend events and the weekly meeting

What We Offer

- Flexible schedule with remote work
- Creative role with real ownership of brand storytelling
- Opportunity to grow into a larger marketing role as the company expands
- Work with a well established Rhode Island catering company producing beautiful events