

Part-Time Spanish-Speaking Product Development Assistant

Hexagramm Books is a small but growing book distribution company based in Decatur, GA. We supply children's books in Spanish, English, and French to dual language immersion schools across the country. We've recently developed new products in response to teacher demand. Using our network of 400+ publishers and partnering with a dual language expert, we created two signature collections: our ready-to-go Classroom Libraries, and our curated Read Alouds. We promote them at teacher conferences throughout the country, and they are a huge hit!

Job Type: Part-Time

Hours: Expectation of 15-20 hours per week, Monday through Friday. Our office hours are between 7am and 7pm. Your hours can be completed at any time within those office hours.

Location: Decatur, GA

Pay Scale: \$10-\$12 per hour

To Apply: Please send your resume and cover letter to Marie Bouteillon, Chief Innovation Officer, at marie@hexagrammbooks.com.

Primary Duties and Responsibilities:

- Participate in and contribute to Hexagramm Books processes from product development and operations to marketing and sales
- Coordinate product development with Chief Innovation Officer

Prepare for Product Development

- Review catalogs for new releases and ask for sample copies from suppliers for product development purposes
- Identify titles that could become a new collection of books by reviewing existing collections, and reviewing catalogs for additional titles
- Communicate a semi-annual short list of new releases to Chief Innovation Officer and Product Development Officer
- Read several children's books in Spanish each month
- Pre-select books that Chief Innovation Officer will curate for social media posts
- Identify titles that can be added to online book sales
- Identify titles that can be sent as samples to clients
- Manage donations of books to schools, districts and other non-profits

Create Content for and Manage Social Media

- Create and edit video and photo content to be posted online
- Translate blog posts into Spanish and use industry-specific Spanish teacher lingo

- Complete a minimum of two posts per week for each social media platform (Instagram, FaceBook, Twitter, Pinterest)
- Finish each post at least a week in advance of their anticipated post date and present to Chief Innovation Officer and Marketing Director for review
- Share posts relevant to our products and industry by following industry leaders, social media influencers, research centers and clients
- Analyze how posts are doing and tailor content to better fit observable trends
- Ensure that each post is adequately researched and that each post is factually correct
- Keep social media calendar current
- Stay current on how the industry uses social media to promote products
- Co-produce quarterly newsletter with Director of Marketing and Design, Sales Team and Chief Innovation Officer

Essential Qualifications:

- Oral and written fluency in English and Spanish a must: A stellar speller in both languages
- Exceptional organizational skills
- A confident communicator and negotiator
- Knowledge of data analysis
- A love of books, especially children’s books
- Upbeat, positive attitude
- Energetic self-starter with a strong work ethic
- Strong knowledge of G Suite, and a confident user and/or fast learner of technological productivity tools (Trello, Slack, Copper CRM, TradeGecko)

Physical Demands:

This job requires:

	NEVER	OCCASIONAL	FREQUENT	CONTINUOUS
Sitting			√	
Standing		√		
Walking		√		
Driving		√		
Squatting / Bending		√		
Kneeling		√		
Reaching		√		
Twisting		√		
Stair Climbing		√		
Use of Computers			√	
Use of Office Equipment			√	

NOTE: In an eight-hour workday, “occasionally” equals 1-33%, “frequently” equals 34-66% and continuously equals 67-100%.

HEXAGRAMM BOOKS

This job additionally requires employees to lift, push, pull and/or move items, such as books, as follows:

	NEVER	OCCASIONAL	FREQUENT	CONTINUOUS
Up to 10 lbs.			√	
11-24 lbs.			√	
25-34 lbs.			√	
35-50 lbs.		√		
51-74 lbs.		√		

Travel Required: Occasional

DISCLAIMER

The above information is not to be interpreted as a comprehensive inventory of all duties and/or responsibilities required of employees assigned to this job. Hexagramm management may assign or revise duties and/or responsibilities based on the needs of the business. This is not a contract of employment. This position is at will.