

About Us

Design Force Marketing is a growing marketing and digital services company focused on helping businesses grow through strong branding, effective websites, social media management, and reputation management. We work with hundreds of clients and are looking for someone who enjoys wearing multiple hats and contributing to a fast-moving team. We are based in Grand Haven, MI.

Position Overview

We are looking for full time, in-house WordPress Developer guru who is professional who can assist our team with website development, creative design work, and general administrative tasks that support our client services. This role is ideal for someone who enjoys both creative and technical work and wants to be part of a growing marketing company.

You will work closely with our marketing team to help manage client projects, design graphics, maintain websites, and ensure our systems stay organized and efficient.

Key Responsibilities

- Create graphics for social media posts, ads, and marketing campaigns
- Design website visuals, banners, and promotional materials
- Edit and update existing marketing assets
- Ensure brand consistency across client materials
- WordPress Development
- Build and update WordPress websites
- Work with themes such as Elementor, Divi, or similar builders
- Manage plugin updates and site maintenance
- Optimize websites for speed and SEO best practices
- Create landing pages and campaign pages
- Administrative Support
- Assist with organizing client projects and task tracking
- Upload content, blog posts, and images to client websites
- Help maintain project records and documentation
- Support the team with basic client service tasks
- Assist with review responses and social media posting when needed

Required Skills

- Strong graphic design skills (Adobe Creative Suite, Canva, or similar tools)

- Experience working with WordPress websites and Elementor
- Basic understanding of HTML/CSS
- Ability to manage multiple tasks and projects
- Strong attention to detail and organization
- Good written and communication skills

Preferred (Bonus) Skills

- Experience with Elementor, Divi, or other WordPress page builders
- Basic SEO knowledge
- Social media design and content creation
- Experience working with marketing agencies
- Familiarity with website performance optimization

What We Offer

- Opportunity to work with a growing marketing company
- Diverse projects across many industries
- Collaborative in-house team environment
- Room for growth as the company expands
- Health insurance
- Paid time off
- Pay: \$35,000.00 - \$50,000.00 per year

How to Apply

Please submit:

- A brief introduction about yourself
- Links to 3–5 design samples or websites you have worked on
- Your resume or work history

Send all applications and resumes to:

chancetaken11@gmail.com & marys@designforcemarketing.com