



**INNOVATION
IS KEY TO
GROWTH**

October 2023

ARK Investment Management Is Hiring:

Social Media and Communications Associate

Who We Are

ARK is a global investment manager focused solely on investing in disruptive innovation that is changing the way the world works. Majority Owner, Catherine D. Wood, founded ARK in 2014 on the belief that innovation is key to growth. Rooted in over 40 years of experience, ARK aims to identify large-scale investment opportunities in the public and private markets resulting from technological innovations centered around Artificial Intelligence, Multi-omics Sequencing, Robotics, Energy Storage, and Blockchain technology. We invest in the leaders, enablers, and beneficiaries of disruptive innovation.

ARK manages and sub advises long-only global equity portfolios across a variety of investment vehicles, including a suite of exchange traded funds (ETFs), a venture fund, mutual funds, and separately managed accounts. Our investments are backed by an open research ecosystem designed to identify innovations with the potential for long-term growth.

ARK is committed to ensuring equal employment opportunities for all employees and strives to maintain an environment free of discrimination based on race, color, religion, gender, national origin, ancestry, age, disability, genetic information, military or veteran status, marital status, sexual orientation, gender identity, citizenship, or any other protected category or characteristics as defined by federal, state, or local laws. If you want to learn more, please visit our "[Philosophy](#)" page to understand how ARK differs from traditional investment firms. We also encourage you to meet the [ARK team](#) and follow us on [X](#), formally Twitter.

**This is a Full-Time position in our St. Petersburg, FL Corporate Office.*

What You Will Do

As the Social Media and Communications Associate, you will play an integral role on ARK's marketing team, supporting the implementation of our social media, PR, and content strategies.

Your Responsibilities

- Assist in the creation, editing, and publication of written, photo, graphic and video content across ARK's channels, including website, email, LinkedIn, X, YouTube, Instagram, Facebook, TikTok, and other emerging platforms.
- Work closely with ARK's PR agency to oversee day-to-day press inquiries for ARK's investment team members, ensuring every appearance supports business objectives.

- Assist in the development of social media, email, and press campaigns including creating content, writing/editing copy, maintaining calendars, managing inquiries, and tracking and reporting monthly metrics including followers, impressions, clicks, engagements, reach, etc.
- Work with ARK's editorial team to ensure content is optimized for our social channels.
- Coordinate with ARK's compliance team to enforce regulatory requirements and standards.
- Coordinate with external partners and agencies.
- Work within a dynamic and time sensitive environment, supporting internal stakeholders and client requests.
- Ensure that marketing projects run smoothly by adeptly managing administrative tasks.
- Analyze consumer behavior data by examining web traffic and rankings, among other metrics.
- Generate reports on marketing and sales metrics.
- Create advertising material by collaborating with the marketing design and content teams.
- Analyze the marketing activities of competitors.

Who You Are

- You enjoy working as part of a high-performance team.
- You are a self-starter, interested in helping to shape and improve a growing company.
- You are passionate about social media and have a deep knowledge of how to leverage it to drive business goals.
- Excellent written and verbal communication, and organizational skills.
- Excellent project and time management skills.
- Ability to work independently but also function as a key contributor in a collaborative team.
- Ability to manage multiple tasks and deliver outstanding work under tight deadlines.
- Experience with design software (i.e. Adobe Creative Suite).
- Knowledge of digital marketing tools and relevant techniques (i.e., HubSpot).
- Proficient use of computer programs, including MS Word, Excel, and web analytics.
- Proven work experience as a Marketing Associate, Marketing Assistant or similar role is a plus.
- Proven work experience in investment management or other financial services is a plus.
- Education: A bachelor's degree in Marketing or relevant field.

If this description doesn't fit you, but you have something unique to offer, ***please apply anyway.***

How to Apply

The best way for us to get to know you is through examples of your work. This may be a marketing project, presentation or blog. If you don't have an example of your work, we would encourage you to create one.

When you apply, please send your work sample, resume, and a brief cover letter to ARK.



To learn more about what it's like to work at ARK please visit <https://ark-invest.com/work-at-ark/>

ARK Job Applicant Privacy Notice

This Job Applicant Notice (Notice) describes how ARK Investment Management LLC and its subsidiaries and related companies (collectively, ARK) handle and protect data to which ARK is provided access in connection with the recruiting process and hiring process. Please note that in addition to this Notice, data of ARK investors, employees and website visitors is processed in accordance with the ARK Privacy Policy. For California residents' data is also processed in accordance with the "ARK CCPA Notice."

By making available your Candidate Data, as defined below, you confirm that:

- You have reviewed this Notice and agree that ARK may process your Candidate Data in accordance with this Notice; and
- You have provided any notices and obtained any consents needed to provide information concerning others (e.g., information about employment references).

ARK will process Candidate Data in accordance with this Notice, unless in conflict with requirements of applicable law, in which case applicable law will prevail.

Your consent to the provisions of this Notice is required in order to submit or make available Candidate Data. If you decline to submit or make available your Candidate Data, it may affect your ability to apply for or receive an offer of employment.

This Notice does not form part of any contract of employment offered to candidates hired by ARK.

Definitions

Candidate Data is identifiable information that an individual makes available to ARK either directly or indirectly in connection with the recruiting and hiring process, or sharing your work experience or interests. ARK may collect Candidate Data directly from a job candidate or from third parties, for example, in connection with a background or employment check or employment reference, subject to your consent where required by law. Candidate Data may include a variety of information, such as candidate status, work history/job data, education, compensation, candidate videos, virtual interviews, employer feedback, questionnaire results, contact information, previous addresses or names, additional information provided by the candidate (e.g., a cover letter), expertise or project work publicly shared (including video submissions), driver's license number as required for certain positions, references, and criminal history where permitted by law.

Processing refers to any action performed on Candidate Data, such as collecting, recording, organizing, storing, transferring, modifying, using, disclosing, or deleting.

Sensitive Candidate Data is Candidate Data concerning nationality or citizenship, race or ethnic origin, criminal history, or trade union membership. ARK does not request or consider information concerning religion, sex life or political opinions in connection with recruiting.

Collection

You may use various electronic and paper methods to submit Candidate Data to ARK. You agree that, in addition to collecting Candidate Data directly from you, ARK may collect Candidate Data from third parties, for example, from recruiters, in connection with a background or employment check, an employment reference, or a candidate video submission (subject to your consent where required by law) or, to the extent permitted by law, from a recruiting or other web site where you may have provided information about your work experience or interests.

Processing and Retention

ARK processes Candidate Data for legitimate human resources and business management purposes. These include identifying and evaluating candidates for ARK positions; record-keeping related to hiring processes; analyzing the hiring process and outcomes; and conducting background checks, where permitted by law. In addition, Candidate Data may be used to comply with ARK's legal, regulatory, and corporate governance requirements. If a candidate is hired, Candidate Data may be used in connection with his/her employment consistent with ARK's employment data protection policies.

In addition to using Candidate Data for the position for which you have applied, ARK may retain and use your Candidate Data to consider you for other positions. If you do not want to be considered for other positions or would like to have your Candidate Data removed, you may contact ARK as specified under below. Unless required for tax or other legal purposes or in connection with employment as specified above, Candidate Data will be retained for a maximum of three years (or less where required by law).

Sharing with Third Parties

ARK may transfer Candidate Data to external third-party providers performing certain services for ARK. Such third-party providers have access to Candidate Data solely for the purposes of performing the services specified in the applicable service contract, and ARK requires the providers to undertake security measures consistent with the protections specified in this Notice.

ARK may be required to disclose certain Candidate Data to other third parties (1) as required by law; (2) to protect ARK's legal rights to the extent authorized or permitted by law; or (3) in an emergency where the health or safety of a candidate or other individual may be endangered. In addition, in the event of a re-organization, merger, sale, joint venture, assignment, or other transfer or disposition of all or any portion of ARK's business, ARK may transfer Candidate Data to successor entities or parties.

Sensitive Candidate Data

ARK may perform background and criminal checks where permitted by law, and may process other Sensitive Candidate Data, such as citizenship or nationality information or health information, when relevant for a position and permitted by law. If ARK intends to collect Sensitive Personal Data from third parties, you will be provided notice and the opportunity to consent. If you have a disability and would like ARK to consider an accommodation, you may provide that information during the recruiting process. To the extent you make Sensitive Candidate Data available to ARK, you consent to ARK processing such Data in accordance with this Notice.

Candidate Rights: You may exercise the following rights in relation to your Candidate Data:

Access, Correction, Deletion and Portability: ARK will provide you access to your Candidate Data that ARK holds, as well as a means to make that data portable, to the extent required by law. You may request correction or deletion of that Candidate Data, except where retention is required by your contractual relationship with ARK, in the context of a legal dispute, or as otherwise required by law. If access, correction, deletion, or portability is denied, the reason for the denial will be communicated to you.

Automated Decisions: ARK generally does not make recruiting or hiring decisions based solely on automated decision-making.

Inquiries, Complaints, Objections and Restrictions: You may withdraw consent to the processing of your Candidate Data or submit inquiries, complaints, objections and/or requests to restrict processing to the processing of your Candidate Data by sending a request to ARK's General Support: <https://ark-invest.com/contact>

The processes described in this Notice supplement any other remedies and dispute resolution processes provided by ARK and/or available under applicable law.

Changes to this Notice

ARK reserves the right to modify this Notice by posting changes to relevant ARK websites. If you submit additional Candidate Data or request to be considered for an ARK position following the effective date of a modified Notice, your Candidate Data will be handled in accordance with the Notice in effect at that time.

Effective Date: August 2022