

Social Media Positions

- Assistant Social Media Director
- Social Media Producer

Assistant Social Media Director

Reports To: Social Media Director

Position Requirements:

- Responsible for assisting in overseeing KTSW Facebook, Twitter, and Instagram, ensures daily content and coordination from all Social Media Producers
- Develops and assigns posting schedules and tasks to all Social Media Producers and ensures timeliness, consistency, and accuracy for the overall marketing approach on the KTSW Facebook, KTSW Twitter and KTSW Instagram
- Manages and trains a volunteer staff
- Works closely with Multimedia Director, News & Culture Director, and Webmaster
- Flexible Schedule
- Previous KTSW experience preferred
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Ability to proofread written copy
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

S = Supervisory Role

M = Social Media

C = Content Management

Social Media Producer

Reports To: Social Media Director

Position Requirements:

- Follows posting schedule through Facebook, Twitter and Instagram for their assigned office hours by coordinating with the Social Media Director
- Ensures timeliness, consistency, and accuracy for each post
- Remains current and aware of happenings throughout KTSW
- Flexible Schedule
- Creates and submits social media posts and other tasks as assigned
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Ability to proofread written copy
- Ability to learn new applications
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

M = Social Media

V = Volunteer Position