

Social Media Positions

- Assistant of Other Side Drive
- Assistant of Content Creation
- Social Media Content Contributor
- Social Media Graphic Designer

Assistant of Other Side Drive

Reports To: Social Media Director

Position Requirements:

- Responsible for training Other Side Drive volunteers on daily shift duties and giveaway process
- Develops Other Side Drive coverage schedule and reaches out for volunteers
- Coordinates giveaway template, manages and contacts giveaway winners and
- Ensures timeliness, consistency, and accuracy for Other Side Drive posts on the KTSW Instagram
- Meets with Assistant of Content Creation and Social Media Director weekly
- Flexible Schedule
- Updates and manages empty shifts for Other Side Drive
- Will enforce a minimum of 24hr cancellation from volunteers
- Will enforce that members find a replacement if they are missing their shift
- Takes on one shift a week doing Other Side Drive coverage
- Will stay connected with programming directors on anything Other Side Drive related
- 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

Assistant of Content Creation

Position Requirements:

- Responsible for assisting in overseeing KTSW Instagram and Facebook, ensures daily content and coordination from all Social Media Content Contributors
- Updates content sheet to track participation of contributors
- Ensures timeliness, consistency, and accuracy for the overall marketing approach on the KTSW Facebook, KTSW Twitter and KTSW Instagram
- Will review drafts of content to suggest edits before the final due date
- Will ensure:
 - ★ Reel captions are correct
 - ★ Quality is acceptable to post
 - ★ Graphics are the correct sizing
 - ★ Discuss differences they'd like to see in content editing
 - ★ Be able to aid in questions regarding projects
- Manages and helps train volunteer staff
- Meets with Assistant of Other Side Drive and Social Media Director weekly
- 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

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Social Media Content Contributor

Reports To: Social Media Director

Position Requirements:

- Creates and brainstorms quality content ideas for all KTSW social media platforms
- Ensures timeliness, consistency, and accuracy for each post
- Must contribute to a couple projects per month
- 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 learn new applications to edit, film and create content
- 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 plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success
- Dedicated and passionate about social media contribution

Notation:

M = Social Media

V = Volunteer Position