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| JOB TITLE: | Social Media and Marketing Specialist |
| DEPARTMENT: | Resource Development Department |
| STARTING PAY: | $18.29/ hour starting pay, increases to $19.12 after 90 Days |
| HOURS: | 24 hours per week |
| FLSA STATUS: | Exempt Employee |
| IMMEDIATE SUPERVISOR: | Development Director |
| MOST RECENTLY REVISED: | 09/29/2021 |

# Position Summary:

This role is responsible for the daily posting, monitoring and engaging with our community, as well as providing creative ideation for content on a consistent basis, working closely with the Resource Development team. You must be passionate about the power of social media and community engagement and gain a thorough knowledge of working with survivors of domestic violence and sexual assault. This position will also be responsible for creating fliers for our programs and services team, creating and curating content for a monthly community newsletter, and will be asked to provide help at off-site fundraising events in the community.

# Position Highlights:

* Part time (24 hrs/week): Flexible and may require an evening or weekend on occasion. Ability to work remotely.
* Must have a thorough knowledge of social media, Google analytics, Microsoft

Office, and Adobe Suite.

* A self-starter willing to take ownership of daily content strategy, output & insights.
* Oversee and grow influencer relationships.
* Continually test channel-specific strategies, learn across audiences, and report findings to the Development Director.

# Essential Functions:

* Able to use a variety of software tools, databases and programs to create, track and manage campaigns.
* Manage the day-to-day posting, responding, and sharing across all social channels.
* Work with development team to create and curate written content that will be used in a monthly email newsletter that is distributed to donors and other community members.
* Work with coordinators to produce graphics, fliers and other communications.
* Understanding of how to design printed materials.
* Excellent interpersonal and communication skills, including the ability to network.
* Good analytical and organizational skills.
* Effective at working under pressure and meeting tight deadlines.
* This position requires written and oral fluency in English a plus would be if you are fluent in either Spanish, Arabic or Mandarin Chinese.
* This position is based at the agency but requires the ability to travel locally on a regular basis in own vehicle and working remotely at times is an option.

# Duties and Responsibilities:

* Work collaboratively with Development Director and Development Associate
* Enjoy reading breaking news and keeping up on information and events that can assist survivors of domestic violence and sexual assault
* Must embrace a diverse work environment and adhere to an anti-racist culture
* Assist with other duties as assigned.
* Respond to requests by coordinators who need graphics, fliers, brochures or other forms of communication.
* Act as a liaison between Safe House Center, our clients and community members.
* Abide by confidentiality policy at all times.

# Working Environment & Physical Requirements:

* This position primarily works in an office environment and requires frequent sitting, standing and walking.
* Staff may occasionally be required to travel locally and regionally in agency or own vehicle to attend conferences or other related events.
* This position requires flexibility in scheduling and job function as some events may require nights and weekends.
* This position requires a valid driver’s license and the ability to obtain vehicle insurance.

# Qualifications:

* Bachelor’s Degree in Marketing and communications or similar.
* Demonstrated skill in writing, speaking, interpersonal communication, and teamwork
* Understanding of and sensitivity to the unique circumstances of underserved populations and to survivors of sexual assault and domestic violence
* Fluency in language(s) other than English preferred
* Public speaking and training facilitation experience preferred

*At SafeHouse Center, we believe that people of color, people from working class backgrounds, and LGBTQ people bring unique and importance perspectives that immensely help survivors. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.*

*To apply, please forward your resume and cover letter to jobs@safehousecenter.org*