

## **Social Media Positions**

- Assistant Social Media Administrator
- General Social Media Content Contributor

# Assistant Social Media Administrator

Reports to: Social Media Administrator

## Position Requirements:

- Responsible for assisting in overseeing KTSW Facebook, Twitter, and Instagram, ensures daily content and coordination from all Social Media Content Contributors
- Develops and assigns posting schedules to all Social Media Content Contributors 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
- 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

# General Social Media Content Contributor

**Reports to:** Social Media Administrator

## **Position Requirements:**

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

## **Notation:**

M = Social Media

V = Volunteer Position