



SOCIAL MEDIA ASSISTANT

DEPARTMENT

Marketing and College Relations - 6270

QUALIFICATIONS

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Detail-oriented with strong written and verbal communication skills.
- Experience with Microsoft applications, basic photo-editing software, and internet browsers. Experience with Photoshop and InDesign a plus.
- Familiarity social media platforms, including but not limited to Facebook, Twitter, Pinterest, Yelp, LinkedIn, and Google+.
- Strong customer service ethic.
- Should be able to deliver creative and innovative ideas.
- Trustworthy. Able to hold confidential and sensitive data.
- Good team player; ability to multi-task and meet deadlines in a fast-paced, multi-task environment.
- Proficient in computer programs including Windows, Outlook, PowerPoint, Word, and Excel.

DUTIES

- Update all institutional social media accounts based on an approved content schedule.
- Respond to posts or comments to bring value to audience interactions with Warner Pacific.
- Post updates, news, and announcements in a timely manner using appropriate content.
- Perform research to find articles, stories, resources, or other content that is relevant to our audience and share it in a manner that invites conversation and interaction.
- Create and share relevant content from Warner Pacific activities and events.
- Grow Warner Pacific's online social networks by increasing fan base and interactions.
- Completes other social media projects as assigned.

COMPENSATION

\$10 per hour.

HOURS

Up to 10 hours per week; some hours will be scheduled in the office, others will be flexible to accommodate event attendance and promotion.

CONTACT

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