

Position	Social Media Specialist
Position Reports to:	Chief Executive Officer
Position Status: Volunteer	Volunteer, renewable 2-year term

Position Overview:

The Social Media Specialist will be charged with managing a number of clients' social media profiles and executing the marketing strategy. The successful candidate will develop and maintain but not limited to blogs, video feeds, trending social networking sites, and resource centers. The candidate will be responsible for providing the customers with comprehensive analytics, data presentations, and resource management reports. This candidate will have a demonstrated history of working in a fast-paced environment while delivering multiple projects on schedule, on budget, and with no errors.

Core Responsibilities:

- Implement social media strategies for Flamingo Trauma Recovery that build brand awareness, and generate inbound traffic and product adoption.
- Creation of content that meets our customer standards
- Develop and deliver social media optimization (SMO).
- Stay current with social media trends and best practices.
- Research opportunities for new social marketing platforms and select adapt current process to fit client needs.
- Review and approve the content on a daily basis.
- Creating and managing monthly promotions

Qualifications:

- Bachelor's Degree, preferably in Communications/English, Public Relations, Marketing, Journalism or Design, Political Science. Will consider lower level of education based on passion for the industry.
- Strong project management or organizational skills
- In - depth knowledge and understanding of social media platforms and their respective participants (Facebook, Youtube, Twitter, Flickr etc.) and how they can be deployed.

Please send your resume and cover letter or samples to care@flamingorecovery.org

- Ability to effectively communicate information and ideas in written and verbal format
- Ability to build and maintain client relationships.
- Team player, with the confidence to take the lead and guide other departments when necessary.
- Good technical understanding and can learn new hardware and software quickly.
- Public relations, marketing, sales, community management experience
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong sense of teamwork
- Can operate independently and remotely from a supervisor

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