Job Description

Position: Social Media Specialist (part-time)
FTE and Work Hours: 4 – 6 hours per week (some remote work available)
Hourly Rate Range: $23 - $25

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Social Media Specialist is responsible for assisting in conceptualizing, creating, communicating, implementing, and evaluating the Social Media content and calendar as part of the overall Communication Plan for Old Mill Center for Children & Families (OMCCF). The specialist will be responsible for properly developing and implementing a social media plan to increase OMCCF's followers, while advocating and educating the community of the services, events, and communications of OMCCF in a family-friendly and fun manner. The Specialist works closely with the Executive Director (ED), the Development Manager (DM), and the Communications and Events Specialist (CES).

Qualifications:
- High school diploma or equivalent
- Strong writing skills
- Graphic design experience
- Excellent computer skills and high-level attention to detail
- Ability to plan in a team context and work on projects independently
- Well organized
- Ability to complete work promptly
- Photography and videography skills are a plus
- Great sense of humor is a major plus 😊

Responsible to Whom: Reports directly to the Development Manager.

Responsibilities:
- Assist DM in communicating outputs and outcomes to OMCCF's social media followers.
- Working closely with the ED, DM, and CES to develop and maintain OMCCF public identity and enhance its positive associations in the community.
• Assist DM and CES to maintain a calendar of social media posts and events.
• Lead role in maintaining OMCCF's presence in select social media channels.
• Pass background check prior to employment.
• Maintain personal appearance and hygiene appropriate to the position.
• Ability to lift up to 30 pounds and maintain safety guidelines for this position.