



JAFCO – Social Media Coordinator

Location: Children's Village

Position Type: Part Time

Pay Type: Non-Exempt

Reports To: Director

POSITION SUMMARY:

This person will serve as the creative coordinator of social media accounts for JAFCO Children's' Village and Ability Center. They will coordinate with all team members to ensure innovative posting about center and community-based events and programming.

ROLE AND RESPONSIBILITIES

This person's job responsibilities include, but are not limited to, the following:

- Develop, implement, and manage social media campaigns for the Agency
- Coordinate social media and email marketing accounts for consistent messaging across platforms
- Collaborate with other JAFCO social media accounts to promote all relevant agency events
- Assist with the development and scheduling of eblasts to inform clients of upcoming services
- Research and understand community events to build relationships and cross promote the agency activities and social media accounts
- Respond to social media inquiries about the Agency activities and services
- Measure the success and report on results of social media campaigns
- Stay current on social media practices, applications, and technologies
- Other duties as assigned by supervisors

PHYSICAL REQUIREMENTS:

Staff must be physically capable of driving an automobile in a safe manner. This role routinely uses standard office equipment such as computers, phones. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum High School diploma; Associate's or bachelor's degree preferred
- Excellent knowledge of Facebook, Twitter, Instagram, Pinterest, Constant Contact and other popular social media platforms
- Strong writing and marketing skills
- Excellent organizational and interpersonal skills
- Good verbal and written communication skills
- Good judgment and common-sense skills
- Accuracy and ability to work independently

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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