



Social Media Coordinator for Newton Community Education

Job Summary: Manage and creatively expand social media presence for Newton Community Education.

Dates, Hours, & Location

- Start as soon as possible with minimum 6 month commitment desired
- 3-5 hours/week
- Flexible schedule with mostly remote work
- Some in-person work required (e.g. 2x/month team meetings, occasional visits to classes)

Primary Responsibilities

- Post engaging content to NCE Facebook & Instagram accounts
- Expand NCE social media reach by connecting with different organizations & individuals
- Meet with NCE marketing team to set strategy
- Creatively imagine campaigns & features to promote NCE programs, fundraising, & community presence
- Occasionally visit classes to make connections with instructors/students and take pictures

Requirements

- Highly skilled with Facebook and Instagram a must
- Skill with other social media platforms a plus
- Familiarity with the Newton community and local organizations
- Creative self-starter with ability to work independently
- Proven track record of expanding organizational social media presence a plus
- Engaged community member who stays current with news and happenings
- Strong written and verbal communication skills
- Proficient with Google Suite
- Flexible schedule to post news & updates in a timely manner

Pay

\$25/hr

To Apply

Send cover letter & resume to mandels@newton.k12.ma.us and brooksca@newton.k12.ma.us.