

Phlume M E D I A

Job Title: Social Media Assistant

Frequency: Part-Time (14-20 hrs/week)

Salary Range: \$12.00 - \$14.00 / hr

Location: Phlume MEDIA, Lancaster NH

Summary:

Seeking a highly motivated, creative individual with some social media experience and a passion for connecting with current and future customers online.

Description:

Phlume MEDIA is in search of a part time Social Media Assistant for work in-house at our Lancaster NH office. This role will have you building campaigns and engaging our community of followers daily, with the goal of turning fans into customers. Candidate will follow an established content publishing schedule and communicate as the company's brands in a positive, timely manner.

If hired, you will be responsible for creating targeted social media campaigns that will help grow brand awareness, uphold our current positive online reputation, and ultimately increase overall sales for the company. You will write copy, gather digital elements, and coordinate with sales and other departments to help develop approved content. Versatility with created copy and imagery that can be used in different ways will help us effectively communicate our organization's messages.

Responsibilities:

- Assisting in social media strategy meetings
- Creating social media content for platforms including Instagram, Twitter, and Facebook
- Assisting in content marketing strategy and creation
- Researching technology trends to better understand digital topics and staying up to speed on the latest industry terminology
- Participating in brainstorming sessions with the team to develop campaign concepts
- Drafting content for the web
- Assisting with other projects as needed

Required Skills:

- Passion for the digital space and a deep understanding of digital trends and technologies
- Knowledge about social media platforms
- Exceptional written and verbal communication skills
- Experience using Microsoft Office products
- An eye for detail and strong organizational skills
- Ability to work well within a team setting

Nice-to-have Skills:

- AA degree (or higher) in graphics, marketing, or business
- Adobe software titles (Acrobat, After Effects, Photoshop, Audition)
- Some exposure to WordPress editing
- HTML, CSS, or web page editing/design
- Experience as a Photographer or Videographer

10-20 hours a week

\$12-\$14/hr DOE

Email careers@phlume.com with your cover letter and resume.

Phlume MEDIA is an Equal Opportunity Employer & a Recovery Friendly Workplace