

## WNIN JOB ANNOUNCEMENT

<b><u>Employer Information:</u></b> WNIN Tri-State Public Media, Inc. Two Main Street Evansville, IN 47708 Phone: 812-423-2973 Fax: 812-428-7548 Email resumes: <a href="mailto:employment@wnin.org">employment@wnin.org</a>	<b><u>Job Information:</u></b> Job Title: Social Media Manager Work Hours: Part-Time 20 hrs/wk Work Days: Mon-Fri, & as needed <b>Application Process:</b> Send résumé and cover letter <b>Reference Job #1118</b>
--	---

The Social Media Manager will be responsible for managing and maintaining all social media channels connected to WNIN. The Social Media Manager will also be responsible for creating all WNIN social media content including promotional, informational and underwriting and event/theater-related posts. Additionally, the Social Media Manager will be responsible for coordination of social media content with the WNIN website and mobile app. This individual works as part of WNIN's Development department reporting to VP of Development, to create and implement a successful social media/digital presence that will assist with revenue and membership/donor growth as well as strong event/theater attendance and support for corporate development. Occasionally some community outreach and general department assistance will be assigned. The Social Media Manager is compensated with an hourly wage.

### **Duties and Responsibilities:**

1. Manages/creates WNIN's social media presence on various new media platforms in coordination with WNIN TV and FM as well as development department.
2. Produce quarterly/annual social media tracking reports.
3. Some community outreach and/or digital-related duties as assigned.

The successful candidate will be a self-starter and driven to succeed. Employee must have excellent oral and written communication, organizational, and interpersonal relationship-building skills. The Social Media Manager will be expected to be creative and demonstrate the ability to work efficiently and effectively, sometimes facing tight deadlines. Previous experience in social media/digital-related positions, media communications/promotions or other relevant positions and/or experience in the not-for-profit community are preferred. College degree required. EOE