



## JOB OPENING NOTIFICATION

**POSITION** Digital Media Coordinator  
**ISSUED** February 19, 2020  
**CLOSE** Until Filled

OETA has an immediate opening for Digital Media Coordinator in its OKC office. We're looking for a candidate that is passionate about OETA's mission: to inform, inspire and connect Oklahomans to ideas and information that enrich our quality of life.

This position will serve in a dynamic, creative, and collaborative department assisting in social media and OETA's other digital platforms to drive exposure, tune-in, and evangelism. The Digital Media Coordinator will report to the Marketing and Communications Manager.

## DUTIES

- Plan, monitor, strengthen, and maintain presences on OETA's key social media channels (Facebook, Instagram, Twitter). Seek and lead new opportunities for OETA social media outposts and experimentation.
- Develop multi-platform digital content (blogs, social videos, images, copy, etc...)
- Assist other departments in optimizing content for digital distribution (SEO, metadata, etc...)
- Assist with and oversee on-site/event/in-production social media strategies and execution at major events, conferences, meetings, and other public activities.
- Create monthly and/or campaign-specific social media reports.
- Align digital media content with promotional priorities established by the Marketing and Communications Manager.
- Research and provide input on innovative digital services opportunities.
- Other duties as assigned.

## PREFERRED QUALIFICATIONS

- Two years' experience in a fast-paced marketing environment
- Experience with Facebook's Business Manager platform
- Proficiency in Adobe Creative Cloud applications (Photoshop, Illustrator, After Effects & InDesign)
- Basic HTML & CSS
- Experience in paid social media advertising
- Excellent written skills and a strong eye for design
- Familiarity with the OETA programs and service offerings
- Knowledge of online media workflows, environments, and digital asset management systems

## COMPENSATION

Salary: \$35,000 - \$42,000. A generous benefit package including health, vacation/sick leave, retirement, plus much more included.

## HOW TO APPLY

Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email to [employment@oeta.tv](mailto:employment@oeta.tv). Applications are available online at [OETA.tv](http://OETA.tv) or in person at 7403 N. Kelley Avenue, Oklahoma City.

**OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**