

Job Announcement

21250 Box Springs Road
Moreno Valley, CA 92557
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Social Media Technician (Part Time)

Salary: \$11.00 - \$14.00

Essential Duties:

1. Highly motivated, creative individual with experience and a passion for connecting with current and future stakeholders of FSA
2. Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification
3. Managing the social media accounts for FSA focusing on LinkedIn, Twitter, Facebook, Instagram, YouTube, and other avenues of online communication.
4. Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action
5. Creating social media campaigns and calls-to-action that drive target stakeholders to generate the desired outcome
6. Set up and optimize company pages within each platform to increase the visibility of company's social content
7. Moderate all user-generated content in line with the moderation policy for each community
8. Create editorial calendars and syndication schedules
9. Collaborate with other departments to manage information and, identify key players and coordinate production of content
10. Utilizing information obtained from operations, programs management, senior management and executive staff members prepare Press Releases and submit them for publication in local print media. Minimum of 2 press releases per month.
11. Further development on new social media outlets. Create, Measure and Analyze key performance indicators to measure and analyze growth and success of campaigns and iterations.
12. Analyze the long-term needs of the company's social media strategy and offer quarterly reports to the management and executive teams that outline any necessary changes to the digital marketing plan
13. Punctual and Regular Attendance
14. Other tasks as needed and directed

Report to: Director of IT

Minimum Qualifications:

- Excellent communication skills (written and oral); detail oriented
- Computer literate and adaptable
- Ability to promote a positive team oriented atmosphere
- Ability to maintain confidentiality
- Background Fingerprint Clearance
- Drug Test Clearance
- The ability to read and write English and to communicate at the level required for successful job performance.

Licenses and Certifications:

Current CA Driver's License and Proof of current Automobile Insurance

Physical and Mental Demands:

- ✓ Ability to sit in front of computer for long periods of time
- ✓ Ability to stay focused with many interruptions
- ✓ Ability to deal with many different personalities

Equal Opportunity Employer / Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at:

Human Resources
21250 Box Springs Rd, Ste. 211
Moreno Valley, CA 92557

Or

<http://fsaca.org/careers.html>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.