



The mission of the Kansas Civic Network is to create an equal, respectful, and robust environment that will promote civic engagement and create dialogue about the issues currently facing communities in Kansas and beyond.

Position Title: Social Media Strategist

Location: Remote

Hours: Time commitment is completely flexible and it is intentionally set up to work with school schedules and other commitments.

Team-Members will be required to dedicate a minimum of 5 hours, a preferred 10 hours, and a maximum of 20 hours a month to complete their position-duties. There is no set work schedule, the work will be completed on an honor system, however, projects may arise that require attention. Time sheets will need to be completed by 28th of every month along with a brief report of activities completed.

Compensation: Unpaid. In lieu of compensation, we offer a generous perks package.

Application Deadline: Not listed.

Job Description:

Reporting to the Director of Communications and Public Affairs, the Social Media Strategist will develop and implement a comprehensive social media strategy to increase our web traffic and our brand awareness.

Duties and Responsibilities Include:

- Design social media strategies to achieve marketing targets
- Collaborate with the Social Media Manager to manage, create and publish original, high quality content
- Collaborate with the Director of Communications and Social Media Manager to create social 'buzz'
- Prepare monthly reports on web traffic and ROI
- Train internal teams to integrate and maintain a cohesive social media strategy
- Stay up-to-date with new digital technologies and social media best practices

Qualifications and Experience:

- Ability to demonstrate flexibility and creativity
- Ability to establish good working relationships
- Must have knowledge in resume building, interviewing, networking and social media
- Excellent oral and written ability

Please send your **resume and dates/times of availability** to the Executive Director, Andres Mata at andres.mata@kscivicnetwork.org

www.kscivicnetwork.org