

Support & Social Media Specialist

This position will be directly responsible for administrative support to the Executive Director. Responsible for creating and publishing content on all social media platforms, including Facebook, Twitter, TikTok and Instagram, to grow an audience, build brand awareness, and ultimately, boost adoptions.

The successful candidate will have strong customer service, communication and multitasking skills. This candidate will have knowledge of all platforms of social media and an understanding of how to utilize it to build the organization.

Qualifications:

- Experience in administrative support
- Experience in social media & marketing
- Ability to communicate effectively with a diverse population

Required Skills:

- Exceptional organizational skills
- Public speaking

Education and Experience:

- GED plus 5 years experience working in an administrative role, Associate's Degree preferred
- 5+ years experience in all social media platforms
- Highly proficient computer skills
- Excellent written and oral communication skills

This is a full time non-exempt position.

Please submit a resume to info@cabriacountyhs.com noting "Support & Social Media Specialist" in the subject line