



Mebane Business Association is looking for a Social Media Coordinator

We have the rare opportunity to hire a Mebane Business Association Social Media Coordinator. Are you passionate about using your marketing skills to share the Mebane Business Association brand with our community? If you are an energized self-starter who loves working with people, have great communication skills, wonderful attention to detail, and share our modern aesthetic, we want to talk to you!

Job begins Early September 2023

Qualifications:

The right person will develop and curate engaging content for all social media platforms using a unified MBA voice. You will create and edit video, and photo content, and have the following experience and abilities:

- One or more years of experience as a Social Media Coordinator or similar role.
- Proficient in business posts on social media platforms.
- Must be able to multitask.
- Critical thinker and problem-solver.
- Uphold the Mebane Business Association Core Values
- Represent the MBA brand and values with warmth and care on all social media platforms.
- Communicate with community on social media platforms.
- Passionate about MBA and/or eager to learn about the organization.
- Leverage a passion for MBA into effective social media campaigns.
- Must be self-motivated, energetic, warm and friendly, and have great communication skills.

Mebane Business Association seeks to employ people from all backgrounds to ensure the diversity of our members and community are represented.

Job Responsibilities:

- Create and post minimum of 3 posts Weekly around membership, meetings and events as assigned by President or Vice President of MBA
- Attend all MBA Membership meetings and create content about meeting.
- Attend Dogwood festival and create content around event.
- Attend MBA Gala and create content around event.
- Other tasks assigned by MBA President or Vice President

Supervision:

- Report to and take direction from MBA President and Vice President

Application Deadline: August 18, 2023, at 6PM

Email Resume, Cover letter and samples of work letter to: mebanebusinessassociation@gmail.com

Job: Part-time

Pay: \$300 per month