

## Attachment for CASA Social Media Position Posting

### Duties:

- Work as part of a team to design and deliver a range of innovative community outreach and engagement activities supporting Hancock County CASA
- Assist with volunteer recruitment
- Work as part of a team to support and grow the HC CASA Program
- Attend community meetings, conferences, and seminars
- Publicize HC CASA through media and social media to include creating content and maintaining FB and other accounts
- Develop and implement fundraising (via grants), agency events, and programs
- Work as a team member to organize and hold events that involve residents and partners
- Support face-to-face, online, and print communication and marketing activities
- Working in different environments both office-based and in the community, including some evenings and weekends
- Other duties as assigned.

### I. Knowledge, Skills, and Experience:

- A high school diploma or GED with knowledge of different platforms.
- The ability to convey and interpret information to others orally and in writing concisely and clearly
- The ability to communicate and interact in a friendly, supportive manner with a diverse population
- The ability to be organized, energized, detail-oriented, resourceful, and creative in the planning and management of events.
- The ability to work in a team environment
- Knowledge of social media planning, implementation, and review
- Experience with database management and Microsoft Office
- Willingness to learn new applications and identify innovative ways for technology to support organizational objectives
- Must be available for occasional weekend and evening work