

## Junior Social Media Associate

SimplyCast.com, a leading provider of interactive marketing software and services for organizations worldwide, is seeking Junior Social Media Associates to join its team. This is a remote position. Students must be able to work up to 29 hours per week.

### About the Position

Do you enjoy using various social media platforms and enjoy content creation? Are you someone who can keep an organized schedule, can connect with people, and can drive results on social media? If so, you would be a great asset to our team!

### Job Responsibilities

- Manage and maintain online profiles for Facebook, Twitter, LinkedIn, and Instagram (and others as needed).
- Schedule campaigns for SimplyCast's social media accounts.
- Create content for each social media account.
- Proactively track, compile, and analyze data for each social media account.
- Manage media relations by acting as the point-of-contact for media, coordinating media inquiries and managing media contacts.
- Monitor and identify trending topics and opportunities for social media and other digital platforms; identify opportunities and recommend topics for digital content.

### Job Requirements

- Enrolled or graduated from one or more of the following programs - communications, marketing, public relations, journalism, public administration, political science, or a related discipline.
- Experience using or managing social media accounts.
- Outstanding organization skills and keen attention to detail.
- Excellent ability to effectively multitask and manage competing timelines and priorities.
- Strong verbal and written communication skills.
- Excellent research, report writing, and presentation skills.
- A self-starter with the ability to work independently and own the role.
- Experience using MS Office (Outlook, Excel, Word, PowerPoint) and website content management systems.

**To apply**, please send your cover letter and resume to [hr@simplycast.com](mailto:hr@simplycast.com).

**Please indicate the following in the subject line:**

1. Name of university
2. Job title
3. Experiential Education and Work-Integrated Learning

**Closing date** – October 29<sup>th</sup>, 2021, by 5:00 PM.

**SimplyCast is an equal opportunity employer. Our organization values the importance of diversity, fairness and trust.**

**We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.**

