

**SOUTHEAST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT, INC.
JOB DESCRIPTION**

Job Title: Social Media & Communications Specialist

**Location: Southeast Arkansas Economic Development District, Inc
721 South Walnut Street, Pine Bluff, Arkansas**

Supervisor: Director of Development & Project Oversight

Classification: Part-Time, Non-Exempt

JOB DESCRIPTION:

The Social Media & Communications Specialist (two-year, grant-funded position) is responsible for assessing the District's existing communication platforms, developing a plan to improve the existing platforms and implementing the approved communication plan; working collaboratively with all departments to ensure communications accurately reflect and support the District's brand and message expectations; assisting with website and social media, internal communications, public relations and coordination/engagement in community events.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Marketing, Communication or related field required; minimum three years' experience in communications or marketing.
- Skill in leading a discussions or meetings to derive key data, insights and objectives.
- Experience implementing communications through a variety of media, including social media, website, public relations and events.

REQUIRED COMPETENCIES:

- Excellent interpersonal, verbal, and written communication skills including presentation skills.
- Superior attention to detail in language and visual communication to serves as an editor.
- Highly organized and deadline oriented with an ability to prioritize.
- Proficient with the Internet and computer software, including but not limited to, Word, Excel, and Outlook.
- Use of other computer software/hardware as necessary.
- Self-motivated with ability to manage multiple projects simultaneously.
- Ability to exercise discretion and independent judgment while working within the framework established by SEAEDD management.

SPECIAL WORK CONDITIONS:

- Must have reliable transportation and valid Arkansas driver's license
- Ability to travel in state to accomplish work assignments.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

No phone calls please

Please send cover letter, resume' and professional references to:

Melody Mosler, Executive Assistant

Southeast Arkansas Economic Development District, Inc.

Via email: melody@southeastarkansas.org

Southeast Arkansas Economic Development District, Inc is an Equal Opportunity/Affirmative Action Employer.