

## **Administrative Support and Social Media Specialist (Part Time)**

**Pay Range: \$16 to \$18.50 per hour**

The Emergency Assistance Center  
9433 Olde Eight Rd., Suite B  
Northfield, OH 44067

### **Position Overview:**

A nonprofit food pantry is seeking an addition to our team who can support us with various activities and initiatives aimed at enhancing our social media presence and driving engagement. This person will assist in the execution of marketing campaigns, by creating materials such as brochures, flyers, posters and e-newsletters etc. In addition, this role requires interacting with clients, donors and volunteers, answering phones, inputting data and creating reports.

### **Essential Functions:**

Creating engaging content for various social media platforms such as Instagram, Facebook and Twitter to promote events, collaborations and brand news.

Manages on-line and community interactions.

Monitors and analyzes marketing performance metrics providing insights for improvements.

Creating digital graphics for marketing pieces such as posters, brochures, literature, e-newsletters and presentations.

Schedules client appointments and uses FreshTrak software to input client data and produce reports.

Tracks and records donations and purchases creating reports for the Executive Director.

Committed to providing exceptional service for clients, donors and volunteers.

Helps organize and prepare for agency events, ensuring logistical support and alignment with organizational goals.

### **Job Qualifications:**

Must have proficiency in the fundamentals of Windows computer navigation.

Must be proficient in Microsoft Office Suite (Word, Excel & Power Point).

Must have excellent written and verbal communication skills.

1-3 years of experience in administration and social media.

1 year experience in non-profit environment strongly preferred.

Understanding cloud storage and networking is beneficial.

Strong understanding of social media platforms and digital marketing strategies.