



## **Social Media Manager**

Location: Local or Remote

Time Duration: Long Term

### **Job Description**

**Job Summary:** Responsible for evaluating, planning, organizing, managing, and contributing to all social media channels in effort to strengthen the organizations mission.

#### List of key responsibilities

- Maintain up-to-date cutting edge knowledge resources on all new and developing Social media trends
- Participate and initiate all online conversations across a variety of channels
- Plan, Manage, coordinate and execute all social media programs and initiatives
- Identify, interpret, and capitalize on social media trends
- Create, maintain, and execute a social media editorial calendar and posting schedule

**ERACE**

All colors with love and respect. Join us!

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