Position Available: Social Media Consultant

Opens: October 20, 2020
Closes: for first consideration, October 30, 2020
Position Available: December 1, 2020

The National Girls Collaborative is a private, nonprofit organization with funding from federal and state government, private foundations, corporations, and individuals. Our vision is to bring together organizations throughout the United States that are committed to informing and encouraging girls to pursue careers in science, technology, engineering, and mathematics (STEM). For more information about NGC, visit https://ngcproject.org.

STEM Next Opportunity Fund is a national leader, strategic guide, policy advocate and investor that is bringing about a transformative expansion of high-quality and inclusive STEM learning opportunities. STEM Next recently launched the Million Girls Moonshot (MGM), an effort designed to engage one million school-age girls in the U.S. in STEM learning opportunities over the next five years. For more information about MGM visit https://milliongirlsmoonshot.org/. To learn more about STEM Next, visit: https://stemnext.org/

POSITION DESCRIPTION
The Social Media Consultant is responsible for handling the daily social media creation, posting, and engagement efforts for the National Girls Collaborative and our partner, STEM Next Opportunity Fund (primarily for the MGM). Both organizations are united in the goal of supporting and increasing gender equity in STEM education and careers. Our ideal candidate has excellent communication and content creation skills, with experience managing social media conversation, tracking metrics, and generating results.

Specific responsibilities include but are not limited to:
• Work with NGCP and MGM staff on the development of coordinated social media campaigns and calendars
• Create and implement social media postings (Facebook, Instagram, LinkedIn, Twitter and YouTube) following defined editorial calendar and using scheduling tools
• Lead real-time engagement and proactively grow the social audiences
• Track analytics and create monthly engagement reports
• Monitor and report on social media trends, tools, channels, and tactics
• Other duties as assigned.

REQUIRED QUALIFICATIONS
• 2-4 years’ social media and communications experience
• Demonstrated skills using social media management, photo editing, and graphics tools
• Experience managing/moderating social communities
• Degree in marketing, communications, science, technology, and/or STEM education.
• Excellent verbal and written communication skills.
• Self-starter with strong organizational and relationship-building skills.
• Resiliency to handle shifting priorities and ability to maintain demeanor in high-intensity situations.
• Demonstrated capacity to operate independently in a remote-working environment.
WORKING CONDITIONS
This position is remote-based contract position that reports to NGC’s Director of Digital, and may require occasional onsite meetings in Seattle, WA.

COMPENSATION
This is a full-time contract position, renewable annually. Compensation is $38,000-$48,000 annually, contingent upon experience, education, and skills. Benefits are not included.

APPLICATION PROCEDURES AND DEADLINE
Applicants are required to return a cover letter addressing the required qualifications and a resume with a minimum of three references by October 30, 2020, for first consideration. Applications received after that date will be considered until the position is filled. Materials must be sent to:

   Email: jobs@ngcproject.org
   Subject line: Social Media Consultant

The National Girls Collaborative and STEM Next Opportunity provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.