

Natural Born Champions: Social Media Manager Job Description



Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.

NBC Social Media Manager

Social Media Manager

Pay (Contractual)

Monthly Stipend

Job Overview

We have a wonderful opportunity to join our amazing team as a Social Media and Marketing Specialist. This job will be mostly remote and a few hours in the office every week.

As a Social Media and Marketing Specialist you will be directly involved in maintaining and enhancing Natural Born Champion's image on Social Media. The NBC Social Media Manager is a contractual position between June-May in 1 fiscal year. This position also part-time and paid via stipend monthly. You will also be involved in the marketing efforts of the company to help promote our services to the community we serve. This will be in conjunction with the Program Directors and Executive Assistant.

Social Media Manager Specific Responsibilities:

Social Media

- Overseeing our Facebook, Instagram and Twitter pages.
- Manage, develop and oversee social media strategy, content and calendar (daily/ weekly)
- Respond to inbound social media traffic
- Find and engage new potential patients
- Generate monthly statistical reports with social analytics and trends to track growth
- Measure web traffic and monitor SEO
- Report on online reviews and feedback
- Increase social media following



Marketing

- Create brochures and materials to educate the community of our services
- Maintain our website presence and update our website as needed
- Create content for advertising
- Participate and coordinate social events such as vendor fairs
- Introduction to special guests and setting up lunches for executives

Compensation

\$500/month

Qualifications

Education

- High School or equivalent (Preferred)

Experience

- 3 years of Social Media and Marketing required
- Proven track record of successfully maintaining Social Media sites
- Non-Profit or Youth Organization Social Media and Marketing experience preferred
- Strong knowledge of SEO, keyword research and Google analytics
- Experience managing and maintaining a website

Skills

- Marketing: 2 years location: On the road

Schedule

Monday-Thursday (Remote)

Fridays 10:00am-2:00pm (In office)

Benefits

- Paid Mileage

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[Apply Here](#)

Contact Information

Natural Born Champions General Inquiry Email

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