



JOB DESCRIPTION: SOCIAL MEDIA MANAGER

A LITTLE ABOUT US:

Big Buzz Idea Group is a rapidly growing company focused on providing nonprofits with solutions so they are better able to execute the mission of their organizations.

WHO WE'RE LOOKING FOR:

The Social Media Coordinator's primary responsibility is to help clients reach and surpass their goals by managing their various social media platforms. This includes, but is not limited to: mapping out a strategy to increase client's current social media reach, executing the agreed upon strategy, creating content, scheduling posts on social platforms, assisting with research and pulling of reports. The Social Media Coordinator will report to the CEO and the Vice President, work directly with the Nonprofit Account Coordinator(s) and in some cases have direct contact with clients.

As with all members of the Big Buzz team, Social Media Coordinators are expected to follow the policies described in the Big Buzz handbook, attend all internal meetings, and conduct themselves in a professional manner at all times while working to instill a positive work environment at the firm.

A SUCCESSFUL SOCIAL MEDIA COORDINATOR DEMONSTRATES:

- Social media knowledge, including posting strategies, trending hashtags, platform capabilities and social landscape
- Experience with social management/analytic tools like Hootsuite, Facebook Business Manager, Sprout Social and Google Analytics
- Passionate and active social media user, both personally and professionally
- Able to communicate with diverse populations
- Resourceful, well organized, highly dependable, efficient and detail oriented
- Computer skills –Proficient in Microsoft Office Suite and Google Docs
- Ability to meet deadlines
- Effect time management skills are a must!
- Promote a positive team environment
- Desire and willingness to plug into new outlets on a regular basis in an effort to grow

QUALIFICATIONS:

- Bachelor's Degree in business, communications, nonprofit management or related field
- Minimum of three years of professional social media experience
- Excellent communication skills
- Knowledge of proper grammar and spelling

LIKE WHAT YOU SEE? HERE'S WHAT'S NEXT:

Email your resume along with a cover letter outlining why you're interested in the position, what makes you a good fit, what your favorite food is, what your salary requirements are and salary history. Please no phone calls. We'll be in touch!

4055 W. Peterson Ave., Suite 105 / Chicago, IL 60646 / P: 773.804.8589
BigBuzzIdeaGroup.com / info@bigbuzzideagroup.com