



Social Media Assistant Part-time

Wicomico Public Library is seeking a highly motivated and enthusiastic Social Media Assistant to join our marketing team.

Duties:

- Coordinate with library branches to develop and maintain a social media calendar
- Create and curate engaging content for various social media platforms
- Engage with the community by responding to comments, messages and/or inquiries from followers
- Attend key events to photograph or film video
- Maintain library branding and presence across social media channels
- Other duties as assigned

Experience:

- Basic knowledge of digital marketing principles
- Strong understanding of social media platforms, trends, and their respective audiences.
- Excellent written and verbal communication skills, including copywriting abilities
- Software experience:
 - Video Recording and Editing
 - Photography
 - Writing and copy editing
- Ability to multitask

Work Location: 122 S. Division Street, Salisbury, Maryland 21801

Part-time – Schedule: 25 hours per week

Pay: \$18.50 per hour

Please send cover letter and resume to: personnel@wicomico.org