

Social Media Assistant

Description:

- The Kravis Leadership Institute has many ongoing events it sponsors throughout the academic school year. They vary in length, from short, one-hour events to conferences with a duration of several days. All of KLI events and institute updates are summarized in the trimester news publication, Illumine. Assistance is required in the dissemination of all KLI updates and events through its social media accounts.

Requirements:

- This position requires the ability to work with the KLI Team, the ability to work independently and in coordination with others, strong organizational and interpersonal skills, excellent web and mass-media content skills, and, above all, close attention to detail. This position requires a full academic year commitment.
- Skills Needed:
 - Working knowledge of social media programs including, but not limited to: Twitter, Facebook, Vimeo, Flickr, Youtube, Gmail, etc.

Job Responsibilities:

- Assisting in the promotion of KLI media and online content
- Uploading content to KLI social media accounts as listed above
- Working in a timely fashion and ensuring cohesion among KLI's different social media accounts
- Corresponding with KLI Journalists/Photojournalists throughout the academic year
- Commitment to attending KLI sponsored events
- Other duties as assigned

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