

SOUTHWESTERN PA HUMAN SERVICES, INC.

JOB VACANCY NOTICE

POSITION: Social Media/Graphic Arts Specialist
Charleroi, PA

PAY GRADE: 12

WAGE: \$31,805 (as a minimum)

ESSENTIAL FUNCTIONS:

- Assists with the day-to-day activities of the agency-wide communication programming; social media marketing; and publication development.
- Develops concept materials and preliminary drafts for a variety of social media platforms and agency publications for executive review.
- Generates, edits, publishes and shares content that builds meaningful connections with internal and external audiences.
- Collaborates with programs/agencies system-wide to ensure content is accurate, timely and meaningful.
- Maintains a strong and current awareness of various platforms, including but not limited to: their relevance, the relevant audience(s); connections to and between other platforms; etc.
- Creates and maintains agency websites and social media platforms
- Provides technical assistance to all administrative staff.
- Observes all communication assignment deadlines and submits all drafts for review in a timely fashion.
- Assists in the coordination of special projects and the dissemination of, brochures, manuals, posters, reports and other assigned information requirements.
- Photographic assignments at agency events.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Experience in Communications and Graphic Design
- Demonstrated knowledge of personal computers and related desk-top publishing software;
- Experience in managing Social Media platforms
- Demonstrated knowledge of general web coding;
- Experience in creating end editing marketing publications.
- Demonstrated knowledge of the agencies' programs, policies, operational guidelines and organizational objectives;
- Ability to transport oneself to perform essential functions;
- Ability to observe and recognize noteworthy events for documentation;
- Ability to communicate with effectiveness, orally and in writing.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING #18121-NO LATER THAN MAY 26, 2018.

EQUAL OPPORTUNITY EMPLOYER