Title: Social Media Coordinator

Location (address, city, state): Montclair, NJ

Job Type: Co-op/Internship

Compensation Type: Unpaid Wage (optional):

Start Date: 5/30/2017

Job Description: PLANETCIVIC is a startup company focused on transforming the way citizens interact with each other and with local governments to bring about positive change in their communities.

Primary Responsibilities:

- Create engaging blog and social media content
- Work with team to create and implement campaigns
- Develop content calendars on a weekly and monthly basis
- Assist in the general distribution of press releases and media alerts
- Provide support to our team at live and online events
- Suggest improvements to current copy across the entire online platform
- Potentially create publicity materials
- Monitor analytics with social media team to identify viable ideas

Qualifications:

- Excellent oral and written communication skills
- In-depth knowledge of Facebook, Twitter, Instagram and YouTube
- Basic knowledge of Photoshop
- Experience with social media analytics, including Google Analytics and Facebook Insights (preferred but not required)
- Solid internet research skills
- Pursuing BS in communications, English, journalism, advertising or marketing
- Inner drive and curiosity
- Self-starter
- Team player
- Organized
- Outgoing
- Detail oriented
• Civic minded

**Application Instructions:** Please send resume to javier.guardo@planetcivic.com

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**Disclaimer Information**