



## POSITION DESCRIPTION

**DEPARTMENT:** Juvenile Services

**POSITION TITLE:** Social Media Creator (Central Kansas Partnership)

**GRADE:** Contractual- \$15.75

**EMPLOYMENT CATEGORY:** Grant Funded

**STATUS:** Non-Exempt

**REPORTS TO:** Juvenile Services Director/ CKP Coordinator

**POSITION SUMMARY:** To help create social media content across a multitude of platforms including the following: Facebook, Instagram, Twitter, TikTok, and WIX.

### FUNDAMENTAL JOB DUTIES:

1. Responsible for Posting on All Platforms of CKP social media (Facebook, Instagram, Website).
2. Create new platforms (Twitter, Tik Tok, YouTube, Slack)
3. Using Canva and Other publishing tools to create content.
4. 1-2 posts per week on each Facebook page. Currently, there are 4 pages, with the intent to create a 5<sup>th</sup> page for Youth Crew.
5. 2 or more posts a week on Instagram.
6. Discussion on new platforms for posting.
7. May need to attend events to cover Social Media Needs.
8. Meeting once a month or more at the beginning to acclimate expectations, knowledge, and awareness of CKP as a whole. We recognize this may require more hours put in at the beginning of the internship and understand that can diminish over time with education gained.

**EDUCATION:** High School Student in good standing, or high school graduate.

**EXPERIENCE / SKILLS:** This position requires that the successful applicant have basic knowledge of social media and be willing to research content appropriate to our mission/ vision.

**PHYSICAL REQUIREMENTS / ABILITIES:** This position may involve prolonged sitting, some bending, stooping, and stretching. Requires being physically able to sufficiently operate a keyboard, photocopier, telephone, calculator, and other office equipment.

**WORKING CONDITIONS / ENVIRONMENT:** Well-lighted climate-controlled offices. The main office is handicap accessible. Will work closely with Central Kansas Partnership Coordinator, and Board.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded: Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however,*



*should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

*Employee Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Department Head Signature* \_\_\_\_\_