

Marine Corps Heritage Foundation

Public Affairs Social Media Assistant (Part-Time)

Working at the National Museum of the Marine Corps

Job Posting

The Marine Corps Heritage Foundation preserves and promulgates the history, tradition and culture of the Marine Corps and educates all Americans in its virtues. In partnership with the National Museum of the Marine Corps, the Marine Corps Heritage Foundation provides part time assistants.

The Public Affairs Social Media Assistant is primarily responsible for developing content for the Museum's social media platforms (Facebook, Twitter, Instagram, YouTube, Pinterest, LinkedIn and Snapchat). The assistant will be responsible for creating and editing text, along with taking and posting appropriate photos and videos, managing posts, and drafting responses to comments by followers. This position will be an employee of the Marine Corps Heritage Foundation who will perform these duties within the Public Affairs office at the National Museum of the Marine Corps. Marine Corps Heritage Foundation employment is conditioned upon satisfactory results from a background investigation.

****This position is limited to a maximum of 29 work hours per week with an employment term not to exceed three years.****

Responsibilities:

- Developing social media content in consultation with Public Affairs and other Museum staff
- Scheduling approved social media posts on multiple platforms
- Monitoring social media accounts and drafting responses for approval by Public Affairs staff and/or moderating comments as necessary
- Photographing and/or filming special events, galleries, and artifacts at the Museum
- Suggesting and implementing new features to develop brand awareness
- Staying up-to-date with current technologies and trends in social media, design tools, and applications
- Posting special event information to online news outlets, community calendars, and social networks
- Assisting with events and media escorts
- Providing weekly status reports to the Marine Corps Heritage Foundation

Qualifications:

- Experience creating online content for a large organization
- Strong writing and story-telling skills
- Photography and videography skills
- Experience managing a live event on social media
- Experience with social media scheduling platforms
- Ability to multi-task and manage time independently
- Strong attention to detail and organizational skills
- Ability to work collaboratively in a team environment
- Professionalism with both internal and external customers
- Interest in military and/or American history

MCHF is an equal opportunity employer.
For additional information or to apply, visit marineheritage.org.