

### **Special Assistant, Social Media Enhancement**

- Under the direction of the History Division (HD) Archivists, the Assistant will increase overall awareness of History Division and their archives collection for the public.
- Generate for approval and share engaging content regularly (e.g. original text, photos, videos and news).
- Highlight archives collections through HD's social media accounts including Facebook, Twitter, Flickr and YouTube
- Draft responses to queries in a timely manner and monitor customer reviews.
- Perform basic image capture, enhancement, file organization tasks and create technical/administrative metadata.
- Assist with reviewing and developing the HD web presence as a source and reference for social media content.
- Other duties as needed including clerical and maintenance duties

### **Requirements:**

- Basic knowledge of American and USMC history
- Strong written and verbal communication skills
- Experience with Microsoft Office and G-suite applications
- Experience with social media platforms for business

Marine Corps Heritage Foundation is an equal opportunity employer.