



**Job Title:** Social Media Organizer

**Reports to:** Communications Director

**Status:** Part Time (20 hours a week)

**Salary:** Range 22-24.50 per hour (commensurate with experience)

**Location:** Anchorage, Alaska

### **Position Overview:**

The Social Media Organizer is a key member of the Communications Team for The Alaska Center and The Alaska Center Education Fund, collaborating with program and fundraising staff to mobilize and grow our online statewide base of advocates and supporters.

The Social Media Organizer is responsible for assessing, sustaining and growing The Alaska Center/Edfund's social media accounts by managing, creating, and posting original and curated content that uplifts and amplifies our mission/vision. This position engages supporters through social media, digital ads, mobile platforms, website(s) and other online mediums. This position will work collaboratively with communications, development, organizing and education staff and volunteers to implement best practice communications strategies to engage Alaskans on key issues and build support for our programs.

The ideal candidate for this position will have a strong grasp for how to convey messages that resonate with the public and galvanize them to action; a strong sensibility in determining which messages and approaches are appropriate for various situations; an organizing mindset that supports individuals in using and sharing messages through digital platforms; and an ability to work quickly to produce top-quality products.

This is an excellent opportunity for an enthusiastic individual to be a part of a team that runs innovative online campaigns to advance social change - in a fun, fast-paced, and supportive environment!

### **Organization Overview:**

The Alaska Center envisions a thriving, just and sustainable Alaska for future generations. We engage, empower, and elect Alaskans to stand up for clean air and water, a strong democracy, and for a fair and equitable transition from an extractive economy to a regenerative economy. Our issue priorities are protecting salmon habitat, advancing clean energy solutions in the face of rapid climate change, and amplifying Alaskans' voices in the public process. In partnership with our sister organization The Alaska Center Education Fund, we achieve our vision through youth education and leadership development, community organizing and mobilization, and electing leaders who will champion our values.

## **Education & Experience**

1+ years of experience in one of the following fields: social media management, online organizing, communications, email advocacy, new media, or other related fields is preferred. Online Marketing, Field or campaigns experience a plus.

## **Required Skills**

*The Social Media Organizer position is ideal for a detail-oriented and creative writer, marketer, and organizer who is ready to work collaboratively and effectively to manage digital plans from start to finish.*

- Superior writing and editing skills;
- Proficiency in the strategic use of Facebook, Twitter, and other social media platforms, as well as social media management systems;
- Flexibility and a positive attitude. Solution oriented and ability to move work forward;
- Strategic mindset with strong sensibility of the history and dynamics that impact our political landscape and the issues we address;
- Commitment to understand race, class, gender, and other equity issues in social media and communications; and commitment to create more inclusive narratives and messaging across all of our work
- Quick to adapt to new technology; interest in learning or enhancing design skills for digital mediums;
- Work well in a fast-paced environment and able to multitask without sacrificing quality of work;
- Comfort with a collaborative process and ability to take both leadership and guidance.

## **Desired skills:**

- Graphic design and Photoshop/InDesign/Adobe skills;
- Experience using social media for advocacy purposes;
- Experience marketing elections and GOTV campaigns;
- A strong sense of storytelling;
- Experience with content management systems;
- Ability to mentor others in digital organizing skills;
- Willing to take risks, apply imagination, think outside the box, and work with multiple sectors and issues;
- Exceptional organizational and time management skills;
- Ability to manage up and set your own priorities.

### **Conditions of Employment**

This is a part-time position that could lead to full time employment. Candidates must be based in Alaska. Salary is dependent on experience. This position will travel within Alaska as necessary to achieve organizational and individual work plan goals with minimal out-of-state travel for training and conferences. All Alaska Center staff have access to professional development opportunities. Because of COVID-19 mandates, staff are working remotely.

The Alaska Center provides a supportive work environment. The Alaska Center is an equal opportunity employer. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

To apply, email your resume and cover letter to [jobs@akcenter.org](mailto:jobs@akcenter.org) with "Social Media Organizer" in the subject line. Position open until filled. No phone calls please.