



DIALOGUE ON DIVERSITY

Over Thirty Years of Service to America's Diverse Communities

Social Media Specialist

Dialogue on Diversity has a wonderful opportunity to join our amazing team as a Social Media Specialist. This job will be at Dialogue on Diversity's home office in Clifton/Centreville area.

Job Description

As a Social Media Specialist you will be directly involved in maintaining and enhancing Dialogue on Diversity's image on social media. You will also be involved in the marketing efforts of the organization to help promote our services to the community we serve.

Social Media

- Overseeing our Facebook, Instagram and Twitter pages.
- Manage, develop and oversee social media strategy, content and calendar (daily/weekly)
- Respond to inbound social media traffic
- Find and engage new partners
- Generate monthly statistical reports with social analytics and trends to track growth
- Increase social media following

Experience

- 3 years of social media work required
- Strong knowledge of Search Engine Optimization, keyword research and Google analytics
- Proven track record of successfully maintaining social media accounts
- Social justice and nonprofit experience preferred
- High School Degree and above required
- Bilingual preferred (Spanish/English)

Job Type: Part time. Consultative basis.

Pay: \$15.00 per hour

Deadline to Apply: Open now

Position starts as soon as we have a candidate

To apply, submit your resume and cover letter to <dialog.div@prodigy.net>

For more information, contact **Ma.Cristina Caballero** and **703 631 0650 c 202 441 5323**

e-mail: dialog.div@prodigy.net or info@dialogueondiversity.org