



**Digital & Social Media Coordinator:**

**2 plus years of experience**

**FLSA: Exempt**

**Reports To: Marketing Director**

**Status: Full Time (40+ hours) from 8:30 a.m. to 5:00 p.m. (Monday-Friday)**

**Location: Downtown, Columbus**

**Salary: \$46,000 - \$53,000 a year**

**Responsibilities will include:**

- Create and implement strategy for optimization of Chamber's social media including:
  - Create content calendar for social media and submit for approval by supervisor.
  - Work on Facebook Advertising account based on an approved budget.
  - Grow Ohio Chamber social media followers and engagement and meet increased goals/targets for social media across all platforms.
  - Interact with member companies on social media to increase Chamber's presence and reach.
- Update the website on a daily basis and ensure that all information on the site is up to date and correct.
- Lead website update in 2024.
- Produce, record and post videos helping to tell the Chamber's story with announcements from the President, members and featured speaker interviews.
- Responsible for the production of the Chamber podcast.
- Create high-end social media graphics including standard posts, GIFS and videos.
- Staff photographer
- Assist the rest of the communications team on projects, as needed.

**Position Requirements and Qualifications:**

- Four-year degree preferred
- Strong computer skills and knowledge a must including Microsoft Office Suite
- Social Media: Twitter, Facebook, Instagram and LinkedIn
- Canva
- Adobe Suite (Photoshop, Illustrator, Lightroom, Premiere, Audition, Acrobat (PDFs), etc.)
- Sprout Social (social media planner)
- Constant Contact
- Wordpress (websites)
- iStock (stock images)

- GoDaddy (website domains)

**Work Environment:**

- Majority of duties will be performed in and from the Chamber's office during regular business hours however, at program and event peak times, the position may be required to cover hours outside of the typical work week and work hours.
- Some travel and work off-site will be required, as well as work on evenings, weekends and/or holidays.
- Manage multiple projects at once with the ability to meet deadlines, manage time effectively and prioritize tasks.

**Benefits**

- **Salary Range:** \$46,000 - \$53,000 a year
- **Insurance:** Chamber pays 100% of the employee's health insurance premium (family coverage also available), dental, vision and Rx coverage available; life insurance and Short-term disability insurance offered.
- **Student Loan Reimbursement:** Chamber reimburses for employee's student loans, starting at \$200 a month.
- **PTO:** 3 weeks of paid vacation, sick time, paid holidays
- **Retirement:** Matching 401(K) (4%), PLUS an employer-paid Pension Plan (8%)
- **Other Benefits:** Parking paid; cell phone reimbursement; gym membership reimbursement; free Peloton membership.

**How to Apply:**

Candidates interested in applying for the position, please reach out to Courtney Whetstone at [cwhetstone@ohiochamber.com](mailto:cwhetstone@ohiochamber.com).