COPYEDITOR / SOCIAL MEDIA AND WEBSITE SPECIALIST

Reports to: Executive Director
Department: Administration
Date Approved: _____

General Description

The Copyeditor /Social Media and Website Specialist is managed by the Executive Director. This is a part-time position. Primary responsibilities include maintaining and updating all current information on the library's website and social media accounts. This position will also copyedit the District's quarterly newsletter and all publicly-viewed print content generated by Hayner Library staff.

Duties and Responsibilities

- Prepare the quarterly newsletter for publication;
- Copyedit all print content generated by Hayner Library staff that will be viewed by the public (such as flyers, signage, pamphlets, etc.);
- Update and maintain content on the District website;
- Copyedit news releases and other communications for local media outlets;
- Generate meaningful and professional social media content that is consistent with Hayner's mission statement;
- Use analytical tools to monitor and evaluate Hayner's social media presence and performance;
- Stay up to date on best practices and emerging trends in social media;
- Perform other duties as assigned by the Executive Director.

Education & Skills

- Must have a bachelor's degree with professional experience in social media and copyediting;
- Excellent written communication skills;
- Must have a thorough understanding of social media management;
- Experience using WordPress and Canva preferred;
- Proficient in copyediting;
- Excellent proofreading skills and an attention to detail;
- Must exhibit multi-tasking and time-management skills, with the ability to prioritize tasks.

Personal Attributes

- Must be friendly, enthusiastic, and present a positive attitude;
- Must be detail-orientated with the ability to manage multiple projects at a time;
- Must be flexible and able to make changes when necessary;
- Must project a professional image.

Working Conditions

- Up to 19 hours per week, typically within the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Occasional evenings and weekends.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Signed:_____