

job announcement



Posted: April 8, 2025

Tempe Community Council Temporary Social Media Associate

Opening Date: April 8, 2025

Closing Date: Open until filled. First review of applications April 18, 2025.

Hourly Wage: \$25.00 per hour

Work Schedule: This is a part-time (16 hours per week) position; Onsite work with the ability to work remotely based on the needs of the organization. Flexible schedules available.

This is a Temporary Non-Benefitted position.

Experience & Training:

- At least two (2) years of experience in social media communication and marketing, including digital content programming.
- Associate's degree from an accredited college or university with major coursework in graphic design, communications, digital media, marketing, or a degree related to the core functions of this position is preferred; however, three (3) years of relevant work experience may substitute for education requirements.
- Ability to work in a fast-paced team-oriented environment; possess excellent organizational skills, attention to detail and ability to prioritize multiple tasks.
- Excellent working knowledge of software applications including MS Office Suite, Canva and/or Adobe Creative Suite.

Essential Job Functions:

- Provides quality design, content creation, and strategic social media marketing for Tempe Community Council (TCC), a 501(c)3 nonprofit.
- Proficient in social media analytics and generates performance reports for presentation to leadership and TCC Board of Directors.
- Stays up to date with ongoing social media changes and recommends innovative strategies to grow follower base and increase engagement.
- Create and/or edit newsletters, press releases, flyers and other digital and print communications.
- Coordinate website revisions/updates.
- Works with Marketing and Events Specialist and other staff to build effective social media marketing campaigns for programs, events, and other TCC initiatives.
- Demonstrates understanding of branding and adheres to TCC brand guidelines.
- Perform related duties as assigned.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

How to Apply:

Interested applicants should send a cover letter and resume to Glorianna Sauer by email at glorianna_sauer@tempe.gov. Please type "Temporary Social Media Associate" in the email subject line.

**For questions, please contact: Glorianna Sauer / Marketing and Events Specialist
(480) 858-2300 or glorianna_sauer@tempe.gov**

Equal Employment Opportunity - *Tempe Community Council (TCC) is an Equal Opportunity / Reasonable Accommodation employer. TCC does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, TCC will make a reasonable accommodation(s) during the recruitment and selection process. Persons with a disability may request a reasonable accommodation by contacting TCC at 480-858-2300. Requests should be made as early as possible to allow time to arrange the accommodation.*