

Job Title: Experienced Social Media Specialist

Location: Elko, NV



Company Overview:

Key Marketing Solutions is a marketing agency dedicated to delivering creative solutions in graphic design, web design, and social media management. We offer a professional, collaborative environment while working on a variety of projects for diverse businesses.

Job Description:

Are you creative and looking to express your creativity in a multitude of ways all while learning new skills related to business ownership and marketing? Exploring a career in business administration, entrepreneurship, or marketing and looking to apply your newly learned skills?

If you are a driven, motivated individual with an attention to detail and love of business & marketing, I would love to speak with you about a part time independent contractor position with a flexible schedule.

The ideal candidate will have education &/or experience with multiple social media platforms (Business & Personal) and be fluent in short form videos.

Skills & Qualifications:

- Business Social Media Education or Experience.
- Short form video creation for businesses.
- Microsoft Office.
- Dropbox or other cloud organization tool usage.
- Creative headline and social media caption writing.
- Basic design and layout experience.

Key Responsibilities:

- Create short form videos for businesses.
- Create calendars of social posts for multiple businesses.
- Write & schedule social media captions.
- Design brand consistent graphics to go with social media and email marketing.
- Create & post a variety of media (posts, stories, reels, etc.).
- Analyze platform and report data for optimization & growth.
- Photo organization & labeling for SEO.
- Respond to customer reviews.
- Clerical work related to general office, marketing and social media.

Additional experience in Cloud, Canva or Adobe Design, Business Email/SMS Marketing, Review platforms, Google Business, Google Ads &/or Website design platforms is beneficial.

Required 4 hour per week minimum, up to 25 hours per week depending on projects. Job duties may expand to other marketing areas as needed or as familiarity increases to complete business marketing strategies.

Join us to jumpstart your career in the vibrant world of marketing!

All positions - Apply with link on Key Marketing Solutions website.

www.keymarketingsolutions.net