

## **Communications and Social Media Associate**

The Communications and Social Media Associate will execute a wide range of communication tasks to support larger organizational goals as identified through our organizational strategic plan and contractual obligations of DSS multi-level, statewide childcare awareness campaign. This person will ensure the fulfillment of contract obligations, coordinate with internal team members across the organization to complete administrative tasks and maintain project timelines.

### **Qualifications**

Have an associate degree in related field such as marketing, communications, business, journalism, public relations, English, public health communications or a social science. Bachelor's degree is preferred.

One year of professional experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Three years of professional experience and/or communications experience is preferred.

Must have strong administrative, organizational and project management experience and skills, experience tracking expenses and budgets is preferred.

### **Benefits**

Children's Trust provides a competitive benefits package including medical, dental, life, short-term and long-term disability, matching voluntary deferred compensation, and paid time off and holidays.

### **Salary Range**

\$31,886 - \$44,640

### **Hiring Range**

Min: \$36,263    Max: \$40,263

*You can find out more about our mission at [www.scchildren.org](http://www.scchildren.org). A more complete description of this position can be found at [www.scchildren.org/employment](http://www.scchildren.org/employment).*

Email cover letter and resume by January 27 to [aneely@scchildren.org](mailto:aneely@scchildren.org) subject line **Communications and Social Media Associate** or mail to P.O. Box 11644, Columbia, SC 29211.