

## **SWS Social Media Coordinator**

This position reports to the Executive Officer. The Social Media Coordinator consults with the Publications Committee Co-Chairs, the Editor of *Gender & Society*, and the Media Subcommittee. This work typically takes about 15 hours each month (~30 minutes each day).

### **Duties:**

- Run and monitor the SWS social media accounts (Facebook, Twitter, LinkedIn and Google+) for direct messages, inquiries, new followers, and trolls and coordinates necessary follow up with the Executive Office.
- Post via social media at least 4 items each day (including but not limited to: news articles, research news about SWS and our members, links to *Gender & Society* blog posts, and other related blog posts).
- Follow organizations, journalists, and news outlets as sources of new information to share with members, and to build relationships for promotion.
- Re-post articles regularly from organizations we want to have a relationship with.
- Compile a Weekly Digest of news articles, research news about SWS and our members, links to *Gender & Society* blog posts, and other related blog posts to share with membership each Friday.
- Serve as ex-officio on the Media Subcommittee and help to publicize their work in social media.
- Assist the Executive Officer in publicizing organization news and announcements to membership.
- Maintain a list of SWSers on Twitter.
- Live tweet sessions through meeting-specific hashtags of plenaries and workshops during Winter and Summer SWS meetings and encourage member participation as well.
- Encourage all members to utilize social media.
- Produce a yearly report of activity on social media accounts for the Executive Officer.

### **Required Qualifications:**

- Master's Degree in Sociology or related field.
- Ability to effectively manage time, as evidenced by prior work history and experience.
- Ability to work independently, as evidenced by prior work history and experience.
- Excellent interpersonal and written communication skills as evidenced by application materials, work experience, and assessed in an interview.
- Experience in social media and relevant platforms and applications.
- SWS Membership.

### **Preferred Qualifications:**

- Ph.D. in Sociology or related field.
- Familiarity with sociology as a discipline and the kind of research sociologists do.
- Commitment to feminist social change.
- Experience in social media work on behalf of an organization, academic or otherwise.

### **Salary:**

- Pay is \$20/hour for 15 hours of work per month.
- Reimbursement for approved travel-related expenses (hotel, airfare, taxi, mileage) associated with meeting attendance.

- Waive meeting registration fee for both meetings and banquet fee for the Summer Meeting.

**Application Instructions:** A complete application will include a cover letter, resume or CV, two work samples, and contact information for 3 professional references uploaded as one document. Only complete applications will be considered. EO/AA.

Send pdfs of materials to Barret Katuna, SWS Executive Officer, at: [swseo.barretkatuna@outlook.com](mailto:swseo.barretkatuna@outlook.com) with the subject line Social Media Coordinator.

**Deadline:** Please submit applications by September 30, 2017.

**Organization:** Sociologists for Women in Society

**Website:** [www.socwomen.org](http://www.socwomen.org)