



SOCIAL MEDIA SPECIALIST

WBCP, Inc.

\$14.00 - 16.00/hr depending on experience/qualifications

WBCP (www.wbcpinc.com) seeks a Social Media Specialist to work from our office in Gold Hill, Oregon. This is a non-exempt, approximately 30 - 40 hour a week, position (hours will vary as needed), and offers flexible hours and a casual work environment. This position has room to grow professionally depending on the candidate's interests and ability. This is a great opportunity for college students (if you are looking to develop professionally and work around your school schedule), a recent college graduate, or someone with more business experience that has a good understanding of social media practices and wants to build a professional career. If you have interest in Social Media, Marketing and/or Recruiting and are detail-oriented, strong in project management (many moving parts to every facet of the work we do), have exceptional customer service, solid communication and written skills, are dependable and dedicated, then WBCP is the right place for you.

BONUS! WBCP is located in an office overlooking the Rogue River with an excellent view. We also have an AirBnB business on the property, and we are a dog friendly, fast-paced office. Therefore, the ideal candidate will function effectively with balancing multiple tasks and regular distractions

THE COMPANY:

WBCP is an Executive Recruiting and Human Resources Consulting firm in business and operating since 2004; we support public sector and nonprofit clients in Oregon, California, Arizona, and expanding soon to other states. Recruiting is the core of our business and includes interfacing with clients, applicants, and a good deal of project management work. Special projects concentrate in human resources, organizational development, class and compensation studies, leadership development and project work. These projects vary in subject matter and size and could last anywhere from a few weeks to a few months.

THE POSITION:

As the Social Media Specialist you will be given a lot of autonomy and trust. You will be responsible for creating effective communications and relationships between WBCP, our candidates, and our clients through social media platforms such as LinkedIn, Twitter, Instagram and Facebook. You will be asked to generate creative ideas and update the organization's online presence through posts and responses to questions, always representing WBCP positively.

You may also be asked to perform administrative tasks which will include: processing and reviewing applicant resumes, scheduling meetings, assembling meeting materials, filing, arranging travel as needed.

DESIRED SKILLS:

- Comfortable and adept at using computers and applications (MS Word/Outlook/Excel/etc.)
- Fast learner - we are willing to train the right person, but you will need to be a quick study and retain information effectively
- Able to work independently and be a critical thinker, e.g., able to identify what needs to be done without being asked
- Highly ethical and trustworthy
- Resourceful
- Organized - ability to organize records, systems, and provide recommendations for new processes
- Detail oriented, with excellent project management skills
- Willing and ability to learn and grow either in this role, or develop for opportunities
- Excellent verbal and written communication skills
- Professional demeanor and exceptional customer service orientation
- Flexible and adaptable
- Ability to edit and proof documents accurately
- Good driving record, and valid Oregon Driver's License
- High School diploma or equivalent, however some college or a degree is desirable.

Hourly rate will vary depending on qualifications and ability and will be between \$13.00 - 15.00/hr depending on qualifications and/or experience.

Questions: Contact Maggie Alexandre at maggie@wbcpinc.com