



EMPLOYMENT OPPORTUNITY

JOB TITLE: Social Media Coordinator

DEPARTMENT: Sheriff's Office

REPORTS TO: Chief Deputy

ANNUAL SALARY: \$40,675.28 to \$43,205.06

APPLICATION PERIOD: January 3, 2023 – until filled

HOURS: Monday – Friday 8:00 a.m. – 5:00 p.m. - subject to call out in emergency

JOB SUMMARY AND PRINCIPLE DUTIES:

We are looking for a strategically-minded social media coordinator to be responsible for creating social media plans and timelines, creating and editing content, designing recruitment posts, and media releases. The social media coordinator's responsibilities include, but are not limited to: meeting with staff and citizens to assess needs, developing content for social media and creating a posting schedule.

To be successful the social media coordinator should remain informed about best practices, image editing software, and social media trends. A top-notch social media coordinator should know how to educate the public in the best interest of public safety awareness campaigns and crime prevention with the use of the Sheriff's Office media platforms.

Social Media Coordinator Responsibilities:

Meet with Sheriff to discuss goals, creating content for the Sheriff's Office social media platforms to include Sheriff's App and website, Facebook, Twitter, Instagram, etc.; Setting up a posting schedule for all content; Updating social media accounts with new images when

needed; Monitoring social media metrics; Researching target markets to adapt content accordingly, and other duties as assigned.

QUALIFICATIONS:

High school diploma or successfully obtained a GED;

Possess a valid driver license with acceptable driving record;

Pass a pre-employment physical, drug test, pre-employment polygraph and a comprehensive background check, to include a search of local, state, and U.S. national records and fingerprint files to disclose any criminal record.

A degree in media or journalism (preferred) or training specialized in social media.

Knowledge of social media scheduling software.

Familiarity with monitoring metrics.

Experience with Photoshop or related software (proficiency preferred).

Proficient in video operation and editing for publication.

A professional demeanor when talking to citizens and community leaders.

Excellent time management skills.

Outstanding written communication skills.

**Contact: Chambers County Sheriff's Office
201 North Court
Anahuac, Texas 77514
(409) 267-2508**

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