

GRCC Communications Department Position Available Until Filled

Public Relations/Social Media Specialist

Gather information/research and draft copy for print and web. Proof and edit copy for print and web. Event and staged photography for print and online. 30 hours per week. \$15/hour.

Requirements:

- Bachelor's degree in Communications Studies or related field.
- 1-5 years of experience preferred.
- Comfort using and learning new technology, and the ability to type well.
- Theoretical and practical understanding of social media (*experience using multiple platforms and applications/tools for managing social media like Hootsuite, Tweetdeck, etc.*).
- Familiarity with content management systems - Drupal preferred.
- Excellent writing, proofing and editing skills.
- Excellent customer service and networking skills - able to contact and follow up with clients independently and effectively .
- Ability to manage multiple projects simultaneously.
- Ability to work under pressure with many interruptions .
- Must be punctual, have good attendance record, and able to work a consistent schedule.
- Must be efficient and possess good organization, problem-solving, and decision making skills.
- Must use good judgment in handling sensitive or difficult situations.
- Possess reliable transportation.

Applicants should send a resume, writing samples, portfolio link and list of references and availability to Raul Alvarez, Director of Communications at Grand Rapids Community College, at ralvarez@grcc.edu by November 5, 2012.