About Sociedad Latina

Since 1968, Sociedad Latina has worked in partnership with Latine youth and families to end destructive cycles of poverty, health disparities, and lack of opportunity in our community. Through our Pathways to Success model, we pioneer new and innovative solutions to the most pressing issues facing Latine youth today, supporting positive youth development from age 11-21, creating a community that supports young people, and training all youth to advocate for themselves and their communities. Our comprehensive, intensive array of programming builds skills in four areas: Education, Workforce Development, Civic Engagement, and Arts & Culture. Sociedad Latina’s youth programming offers young people a safe, nurturing environment that focuses on social-emotional skill development, builds positive relationships with caring adults, and promotes a positive cultural identity with the goal of supporting youth to grow into confident, competent, self-sustaining adults who are proud of their culture and language.

Social Media & Marketing Associate Job Description

Sociedad Latina is seeking a dynamic Social Media & Marketing Associate to join our Development Team, charged with advancing the organizational mission by securing financial resources, increasing visibility, and crafting a compelling case for support. This position provides an exciting opportunity to support the organizational marketing and communications. Our Social Media & Marketing Associate will report to the Development Director and work closely with the Development Director, Development Manager, and the entire staff. This is a full-time (40 hours/week) position with benefits.

Experience and Qualifications

- Bachelor’s Degree in Marketing/Communications, or other relevant area of study, required
- 2+ years of experience in Marketing/Communications required
- 2+ years of experience with social media content required
- 1+ years of grant writing and/or copy writing preferred
- Knowledge of Facebook, Instagram, Twitter, Tik Tok, and editing platforms, etc., preferred
- Ability to work effectively with individuals of diverse races/ethnicities, sexual orientation, gender identity, cultures, age groups, religion, country of origin, disability and economic status
- Excellent verbal and written communication skills
- Demonstrated commitment to Sociedad Latina’s mission of supporting Latine youth and families
- Demonstrates effective supervisory skills and the ability to make connections in a team setting
- Spanish language abilities preferred

Responsibilities

- Support the implementation of Sociedad Latina's marketing plan, including print and online communications, and social media
- Create content for social media, including short form videos, engaging captions, and photography
- Train high school youth on being a responsible digital citizen and supporting them with creating and posting on social media
- Meet with the Development Director weekly for supervision meetings and other Development planning meetings
- Compose and submit grant proposal and reports
- Support with other fundraising tasks as needed, including individual donors and event sponsorships

Salary and Benefits:

- Full Time- 40 Hour Position, $42k-$44k, depending on experience
- Sociedad Latina offers a competitive benefits package including, but not limited to, sabbatical after 5 years, holiday, vacation, personal, and sick paid time, health insurance, and an optional retirement plan.
- In-person position, with occasional opportunities for remote work; some evenings and weekends are required

To Apply
Email a cover letter, resume, two social media and/or marketing samples, and two professional references including one from a former supervisor to hiring@sociedadlatina.org

Sociedad Latina is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, gender expression, veteran status, height, weight, or marital status in employment or the provision of services.

Please contact us at hiring@sociedadlatina.org if you would like to request special accommodations during the interview process.