Desired Skills & Abilities

* Intermediate level experience with Microsoft Word (create, format, and edit documents), Excel (create, modify, format, and print spreadsheets, find and replace data, and work with basic formulas and functions), Outlook, PowerPoint, Adobe Acrobat, phones, fax machines, copiers, and others with a high degree of accuracy.
* Experience establishing priorities, tracking projects, establishing deadlines, attending to details and pursing quality in accomplishing tasks.
* Experience with diplomatically handling challenging or tense interpersonal situations and maintaining composure in highly stressful or adverse situations.
* Excellent coordination and multi-tasking skills, and ability to handle administrative, competing project deadlines under very tight timelines.
* Experience maintaining high levels of performance in a fast-paced environment.
* Ability to present information effectively.
* Experience and proficient in creating, editing, proofreading and formatting professional correspondence and other professional written materials.
* Ability to edit website resulting in pleasing informative design.
* Designing and developing posting content and responding to queries across multiple platforms, including but not limited to Facebook and Instagram.
* Collaborates with Communications team to maintain consistent brand voice across all platforms
* Develops and oversees paid social campaigns, and measures the success of such campaigns using platforms’ out-of-the-box analytics tools.
* Monitors user engagement and other metrics on organic and paid posts, and suggest content optimization.
* Recommends changes to office social media strategy and methodologies using the latest social media trends, best practices, and technologies.
* Trains internal employees on how to use social media platforms, and review submissions from office content contributors.
* Creates engaging text, image, and video content in consultation with other Communications team members.
* Edits and produces organic photo and video content for internal and external publication.