



Social Media Specialist

July 12, 2024

Job Description: To create and maintain promotions, information, and marketing campaigns for OKRA across several social media networks.

Position: Remote. Must live in the United States, preference given to candidates living in Oklahoma (Must provide your own computer and software) Part time position 30-40 hours a month.

Skills: Writing (short and snappy headline writing, engaging introductions, video and image captions, structured text for easy reading), graphic design, 3 years of experience and knowledge with Adobe photoshop and Canva, research, customer service, SEO knowledge, creativity & graphic design, data analytics, and social media expertise

Knowledge of WordPress is desirable.

Basic knowledge of recycling and solid waste management issues preferred.

Responsibilities and Duties:

- Generate new ideas and develop content for Facebook, Instagram, YouTube, LinkedIn, OKRA website and listserv
- Promote the OKRA Conference, Lunch and Learns, Photo contest and other OKRA activities and information campaigns
- Maintain social media accounts including responding to social media inquiries and comments
- Monitor social analytics. Produce monthly reports for grant. Produce reports for board meeting (6 times a year) outlining trends and successes
- Provide graphic design for OKRA events, flyers, and information for publicity
- Assist with updating OKRA publications and website as needed
- Develop education and information campaigns with the OKRA Communications Work Group
- Attend OKRA Communication Work Group meetings
- Other duties as assigned by the OKRA Program Director

Please send a cover letter, your resume and 3 references to info@recycleok.org.