



## **Communications & Marketing Student Assistant – Remote**

### **Position Overview:**

Student Assistant provides support for CTS Communication and Marketing initiatives. The Assistant's principal responsibilities focus on creating and maintaining social and electronic materials/publications to promote and support the seminary's mission, values and events.

### **Position Responsibilities:**

- Assist the Director of Communications in drafting press releases and media alerts for CTS events, and institutional news
- Executive website updates, including uploading new PDFs, updating images, adding new articles
- Add new job descriptions and remove old ones
- Craft posts and design memes to brand standards and missions
- Ensure that social media is scheduled for the upcoming week; between 7-10 days in advance
- Keep an up-to-date holiday calendar for social media engagement
- Monitor replies and questions on social media, including taking a screenshot and later deleting hate speech and threatening remarks (all comments of this nature must be reported to the Director of Communications)
- Update Facebook and Twitter pages according to CTS Social Media Guidelines
- Help with the live social media coverage for Wednesday Gatherings and CTS events
- Other duties as assigned

### **Qualifications:**

- Strong writing and editing skills required
- Previous marketing/creative experience and experience with Canva, Hootsuite, WordPress and Dropbox a plus (though not required, we are willing to teach!)

**Reports To:** Director of Communications

**Work Schedule and/or approximate number of hours:** 5-10 hrs/week

**Pay rate:** \$15.40/hr

**Term:** September 2022 – May 2023

**This is a remote position.**

**Click [HERE](#) to apply.**

*In order to ensure that as many students as possible have the opportunity for employment, student workers must reapply for each position for each term. There is no guarantee of being rehired. Rehiring is also based on prior performance, qualifications, and availability.*