

American Association of Physics Teachers

Position Title: Social Media Assistant (Part-Time)
Posting Date: May 31, 2022
Location: Remote

Position Summary:

The Social Media Assistant is a highly motivated, creative individual with experience and a passion for connecting with current and future AAPT members. This position has the responsibility of engaging our community on a part-time basis of 8-12 hours per week with the goal of turning followers into members. An essential component is communicating the AAPT brand positively and authentically. This position is primarily remote. AAPT meeting attendance is required.

Qualifications & Experience:

- 2-3 years of social media management or related experience
- Strong interpersonal skills, resourceful, and an excellent proofreader
- Ability to craft relevant, high-quality content (for all six channels)
- Experience with creating content related images using Canva or Adobe
- Ability to quickly become familiar with AAPT programs and resources

Specific Responsibilities Include:

- Maintain a monthly publishing schedule to promote content
- Post a minimum of three posts, per day on all platforms (newly created posts, retweets, and reposting previous content)
- Assist with developing and posting content on Facebook, Twitter, and Instagram Stories during AAPT conferences
- Update the AAPT Social Media Tracker on a monthly basis

To Apply:

Email your cover letter and resume to marketing@aapt.org with "AAPT – Part-time Social Media Assistant" as the email's subject. Please include your resume as a Word or PDF attachment, and paste your cover letter into the body of the email. Review of applications will begin immediately. Applications are due by Friday, **June 10, 2022**.

We encourage and invite members from diverse backgrounds to apply. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, creed, marital status, gender identity or expression, political affiliation, personal appearance, national origin, ancestry, protected veteran status, physical or mental disability.