SOCIAL MEDIA COORDINATOR

This position is responsible for maintaining all of Nevada Legal Services media operations, including our social media sites, website, press releases and press relations, newsletters and other printed PR materials. Additionally, this position will work with staff responsible for creating the content for the various media outlets and will make recommendations for improving our media operations and media outreach.

Job Duties:

- Creating and maintaining social media sites.
- Maintaining websites.
- Press relations or creation of press relations.
- Creation of PR documents, such as newsletters and brochures.

Qualifications:

- English Proficiency (Written and Verbal)
- HS Diploma or equivalent required, Degree of secondary education/college desirable
- Excellent communication and writing skills.
- Ability to work well with other staff members as part of the team that will be workingon content.