

The Cancer Biology Training Consortium is now accepting applications for a Digital Media Content Manager. This is a part time remote position requiring approximately six hours per week.

This remote work position is responsible for developing, executing and maintaining digital media content for website, social media, newsletters, MailChimp campaigns, Slack and Zoom events, mobile apps and other digital media as may be needed (e.g. Gathertown). Social media to include, but not limited to, LinkedIn, Instagram, Twitter, and Facebook.

Time commitment would be six hours per week, with the weeks of July 4th, Thanksgiving and Christmas Eve through New Year's Day off; and an increase in hours during the Retreat of 6 hours each day. Starting salary \$25/hour.

Position reports to Sheridan for weekly tasks and approvals. Position may be tasked by the president for long term planning and goals. Position will be evaluated annually.

Duties:

Maintain Wordpress website content as provided by Sheridan, leadership and members including: Jobs board, event calendar, news (what's happening) page, individual event pages, individual resource pages. Maintain page activity (hits) reports and page visibility (all pages up and running.) Limited website experience needed; GoDaddy managed hosting subscription service can do most of the actual posting work; **coding not required.** [*Position not responsible for website hosting subscriptions, security, technical maintenance or domain management.*]

Help create and post marketing materials to social media for events and engagement. Anticipate a weekly post to members and a weekly post to trainees to keep momentum and engagement current. An understanding of various social media platforms needed; experience with their business suite/backside programming helpful.

Help create content and format newsletter-type communications and post/distribute such. (Under development; may be a web page or an email or both; may be monthly or quarterly.)

Help format and distribute Mail Chimp campaigns and maintain tracking reports for each campaign. Campaigns include announcements, reminders, surveys and polls. MailChimp experience helpful. [*Position not responsible for subscription payments or contact database maintenance.*]

Help set up Slack and Zoom meetings and events as needed. Help facilitate said events as needed. Understanding of the mechanics of Slack and Zoom preferred. [*Position not responsible for subscription payments.*]

Help develop and facilitate mobile app for Retreat attendees. (Under development.)

Help format and facilitate other platforms as used for Retreat sessions, including but not limited to surveys, polls, virtual poster sessions, etc.

To apply, send cover letter and resume to Sheridan Ellis Wilder at Sheridan@cabtrac.org.