Duties/Responsibilities:

- Regularly (several times a week, perhaps even daily at times) updates Facebook and other social media sites, as well as the Moving Forward Network WordPress website www.movingforwardnetwork.com as requested.
- Adding publications and media files to the Moving Forward Network resource library.
- Maintaining Moving Forward Network social media for events and inviting people, sharing with the college, etc.
- Event and project promotion through digital platforms on an as needed basis.

Qualifications/Preferences:

- Extensive experience using Facebook, Twitter and other social media platforms.
- Familiarity with editing a WordPress website.
- A genuine desire to learn any of the desired skills listed below that the applicant does not already possess.
- An interest in political writing, online activism, online promotion, etc.
- Good writing skills.
- A high degree of professionalism (the position may involve writing on behalf of Moving Forward Network staff at times).
Start Date: 1/20/2020
End Date: 5/16/2020
Work Schedule: Flexible (Not to exceed 8 hours per week)
Starting Pay Rate: $14.25/Hour
To apply, please submit your application, cover letter, resume and a writing sample to: Candice Kim and Sylvia Chico at ckim3@oxy.edu and schico@oxy.edu.