



Position: Digital Media Coordinator
Organization: SBP – New Orleans
Reports to: Director of Communications

About SBP

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 70 staff and 240 AmeriCorps members, SBP has rebuilt 1,500 homes across 8 states and shared best practices with many more.

Job Summary:

SBP's DMC is primarily responsible increasing engagement through social media and identifying, creating and curating content for the website, blog, and thought leadership forums. The DMC contributes graphic support to a variety of SBP projects important to our mission. This position requires extensive interaction with all levels of SBP staff and constituents.

Qualifications

- Bachelor's degree in advertising, communications, marketing, public relations or related field
- 3-5 years of social media marketing experience, with proven successes in social media campaigns and paid social
- Experienced in digital advertising platforms (i.e., Facebook, Twitter, AdWords, etc.)
- Experienced in graphic design (i.e., Lightroom, PhotoShop, InDesign, Illustrator,)
- Knowledge of SEO and email marketing helpful

Responsibilities

- Maintain and update annual content calendar under the purview of the Director of Communications
- Request content from operating sites and national staff members on a bi-weekly basis
- Schedule and lead bi-weekly content planning meetings under the purview of the Director of Communications
- Ensure content requests are received within the assigned deadlines
- Edit received content to ensure consistency in voice
- Select and edit images for external and internal media
- Schedule content across all SBP digital media platforms
- Support graphic design requests for digital and print projects under the purview of the Director of Communications
- Provide monthly website review to ensure site is always up-to-date and accurately reflects current messages
- Monitor and respond to inquiries received from digital platforms providing excellent customer service
- Compile monthly analytics reports using Google Analytics and Cision.
- Tackle special projects and initiatives as assigned.

[To Apply – Click Here](#)

We will follow up with qualified candidates- please no calls or emails after your submission.

SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, sex, gender, gender identity, sexual orientation, pregnancy, genetic information, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.