

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: Media Content Creator
LOCATION: Benton Administration Office
HOURS: 8:00am - 4:30pm FULL-TIME
APPLICATION DEADLINE: Until Filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$ 18.09 per Hour

JOB DUTIES:

Travel may be necessary to a multi-county area to perform the essential duties.
Create and edit new digital educational material to support the training efforts of the agency.
Prepare well-structured and comprehensive content for social media platforms which directly support the agency's programs, services and mission statement.
Produce digital material such as blogs, e-books, videos or podcasts to communicate to targeted audiences which support the public relations and marketing efforts of the agency.
Manage and create social media content. Update agency website and measure web traffic.
Collaborate with other teams (such as marketing and design) to create content that aligns with the company's goals and brand identity.
Stay up to date with digital marketing trends and technologies to continuously improve content creation skills.
Keeps inventory of all media content equipment. Performs routine maintenance on agency equipment to insure good working condition.
Other duties as assigned.

EDUCATION REQUIREMENTS: One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Excellent computer, oral / written communication, customer service, and organizational skills required. Must have time management /multi-tasking skills, be a self-starter with the ability to work independently in a fast paced environment.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Must be able to regularly lift and/or move up to 25 lbs and occasionally up to 50 lbs. Must be willing to travel over the Agency's (19) nineteen county service area, agency vehicle available.

"EQUAL OPPORTUNITY EMPLOYER"

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121