SOCIAL MEDIA & COMMUNICATIONS ASSOCIATE :: APPLY HERE

THIS IS A FULL-TIME, REMOTE POSITION
Salary :: $65,000

WHO YOU ARE ::

- You love solving hard problems.
- You want to work for one of the most progressive media companies in the world supporting a community of 100,000+ queer women, non-binary folks, & women of color in finding their community.
- You have a passion for storytelling and connecting with communities.
- You keep up with the latest email & social media trends.
- You love data, tracking data and sending emails, a lot.
- You thrive in environments without structure.
- You love the idea of joining a small scrappy team, working really hard, and making the impossible possible.

ABOUT THE ROLE ::

We are looking for a Social Media & Communications Associate to take us to the next level. You will work directly with the Comms Manager & Digital Director.

Your approach to your work: This is the right fit for someone that gets excited by a challenge, wants to learn and work hard, and wants to really make an impact. We are a small and scrappy team trying to achieve what feels like the impossible at times. As Glennon Doyle says, you can do hard things.

We promise: You will learn more here about media, events, diversity & inclusion, teamwork and entrepreneurship than anywhere else.

WHAT YOU’LL DO ::

1. Marketing Communications ::
   - You will assist in developing a comprehensive marketing strategy to drive brand awareness, audience growth, traffic, and sales. You will support our branding, PR, digital advertising, social media, content marketing, and SEO initiatives, while also supporting agency partners and designers to ensure flawless execution of campaigns and activations.

2. Content Development & Social Media ::
   - You will work with our Communication Manager to own our content calendar and publishing cadence for our marketing channels aligned with brand objectives and cultural moments. You will also assist in owning all of our social media presence. The goal being to find new ways to engage and delight our audiences while sharing our core brand marketing messages in an organic way.
   - Collaborate with Designer to create templates for social media
   - Assist in researching articles for our weekly Byte newsletter.

3. Research & Analytics and Program Management Support ::
   - You will use your data and operations acumen to measure weekly channel and post performance, sharing insights and findings with the team. You will build and test original social content in various formats, including video/audio clips, screenshots, charts/graphs, diagrams, tweetstorms, etc.
WHAT YOU HAVE ::

Background and Experience
- 3+ years of experience in marketing and/or communications or social media
- Strong collaborator and team player
- Excellent copywriter, can adapt style and voice across different domains/communities
- Strong attention to detail
- Understand how to connect with an audience, using data to help shape strategy and deliver more of what your audience wants
- Real passion for social media and a hunger for knowledge /intellectually curious

Technical Capabilities
- Experience with third party social media tools, analytics, and vendors
- HTML experience a plus
- Knowledge of the tech ecosystem
- Start-up, Media or Events experience

THE COMPANY ::

Lesbians Who Tech & Allies is the largest LGBTQ technology community in the world -- committed to visibility, intersectionality, and changing the face of technology. We are 100,000 LGBTQ women, trans, people of color, non-binary people, and allies in tech in 100+ cities worldwide. Over 30,000 women and non-binary people in tech attend our Pride Summit in 2020, making us the largest professional LGBTQ event in the world.

Our programmatic work includes a coding scholarship for non-binary and LGBTQ women called the Edie Windsor Coding Scholarship Fund, a mentoring program called, Bring a Lesbian to Work Day, and a leadership program -- #LWTSQUAD -- focused on supporting our community as they level up their careers. We're not just creating communities; we’re pushing the tech sector to be more inclusive and changing the face of the entire tech industry.

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Benefits & Perks
- The ability to work remotely
- Joining not just a team, but a squad of like-minded teammates committed to solving tough problems.
- Benefits: Health / Dental / Vision
- Computer Stipend
- Vacation + Sick Time