



Social Media Specialist (part time)

Blaze Digital Services is a woman-owned boutique digital marketing agency based in Florida. We help small business owners, nonprofits and entrepreneurs generate more leads and increase their sales using digital marketing techniques. Our specialties include marketing strategy, social media advertising, email funnels, and search engine optimization. We are a small, close-knit team of results-driven professionals. We are constantly looking for new ways to up our game and provide more value to our clients, while measuring the success of everything we do.

A little about our culture: We value each other's ideas and opinions. We build each other up. We pitch in when someone needs help. We genuinely love what we do. We strongly believe in work life balance.

We are looking for a Social Media Specialist with EXCELLENT communication skills and a strong attention to detail to join our team. This is a part-time, fully remote, 3-month, independent contractor position, which can be extended based on work quality/performance. The agency is 2 years old and growing. We are looking for people who want to grow with us!

Position Description:

- Daily monitoring of clients' social media pages and engaging with followers
- Curating content and using Canva to create graphics, memes & video content for social media
- Drafting various forms of copy (social media captions, infographics, newsletters, blogs etc.) with minimal grammatical errors
- Utilizing best practices to organically grow clients' Instagram, LinkedIn, and Facebook accounts
- Establishing a hashtag strategy for various clients
- Scheduling social media posts, blog posts, eblasts, and newsletters
- Brainstorming with the team on upcoming campaigns
- Reporting on content performance

Qualifications include:

- Degree in Marketing, Graphic Design, Digital Media, Communications or a related field



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- 1-3+ years of experience
 - Native-English or excellent English-speaking verbal and written communication skills
 - Experience with social media management, graphic design, copywriting, and/or content creation a plus
 - Based in Eastern Standard Time (EST) a plus

Platforms & Technology:

- Canva
- Google Suite (Drive, docs, slides, etc.)
- Slack
- Trello

Soft Skills:

- You are incredibly organized, take detailed notes, and develop SOPs, tracking docs and checklists to ensure accuracy and efficiency in routine tasks.
- You may not be an extrovert, but you are comfortable sharing a different point of view or bringing up alternative perspectives.
- You are an excellent communicator; you follow up and follow through, are honest and trustworthy, meet deadlines or communicate in advance if there are obstacles.
- You are inquisitive, think of new strategies to try out, ask questions, research for answers, and like to test new theories.

To apply, send a 1-page resume, portfolio/work samples, monthly pay requirements, and a cover letter outlining your relevant experience and why you want this position with Blaze Digital to info@blazedigitalservices.com.