

Social Media Manger Role Description

Updated on Jan 16, 2022

Quantum Photonics Club (QP) is a non-profit organization aiming to promote science and cutting-edge technologies to the public by hosting live educational panels. We are looking for a passionate and creative Social Media Manager to join our team. As a Social Media Manager, you will be privileged and responsible for planning, implementing, managing and monitoring Social Media strategy in order to increase QP brand awareness, improve Marketing efforts and sustain QP's continuous success and adhere to QP's rules.

Responsibilities

- Develop, implement and manage our social media strategy
- Define most important social media KPIs
- Mange and oversee social media content to ensure content is informative and appealing
- Communicate with cross-functional global team effectively and transparently and provide constructive feedback
- Adhere to all QP rules and regulations

Qualifications

- At least 18 years old
- Great team player and communicate with other members of the committee in a timely manner
- Excellent organizational and leadership skills
- Active listener
- Fast learner
- Critical thinker and problem-solving skills
- Excellent time-management skills
- Great interpersonal, presentation and communication skills
- Be enthusiastic, attentive and positive
- Past experience of social media area is preferred, but not required

Benefits

- Privileged to have authority to present QP with trust.
- Great, highly motivated team members with diverse background, culture and personalities
- Enormous opportunities to learn and practice important skills, such as teamwork, communication, problem solving, project planning, task management and organization skills, which can be used to advance your career unintentionally.
- A safe and professional place to make you connect with others, expand your network and boost your social skills.
- Bring fun and fulfillment with renewed creativity, motivation and vision that can carry over into your personal and professional life.
- Unique experience to pick up practical business insights while growing along with QP and show off your brilliance and see your ideas or opinions being implemented.
- Minimized supervision with freedom, creativity and work flexibility to take your own initiatives

- Certificate of appreciation will be awarded and reference letter may be provided under requirement for anyone with high-performance and high-contribution.

How to apply

- Complete *QP Social Media Manager Sign Up Form* via https://docs.google.com/forms/d/e/1FAIpQLSfcvLb9zSv7JICGUhLBXjyWbnExmbH7IIVUIxoch8gDLrMggQ/viewform?usp=pp_url.
- You will hear us back within 2 week timeframe after submission.

Quantum Photonics Club