

SCHOLARS IN SERVICE – JOB DESCRIPTION



Our mission is to **empower individuals and their families to live productive, self-reliant lives**. To break the cycle of multigenerational poverty, RaB improves family's economic security by implementing a continuum of evidence-based, cradle-to-career services to help both children and adults succeed academically, complete college education, find meaningful careers, and become tomorrow's leaders.

We welcome you to join us on our team as we work on paving the way for a better community!

Website: www.ReadingandBeyond.org

Facebook.com/Readingandbeyond

Job Title: Social Media Assistant

Number of Openings: 1

SIS students will support staff in one or more of the following ways:

- With the support of staff, update and maintain social media handles. (Facebook, Instagram, Twitter)
- Review current social media and make recommendations for the future, including but not limited to newsletter, social media lives sessions, etc.
- Work with staff to capture events to highlight in Reading and Beyond Social Media Accounts
- Work with staff to update and create program flyers to post on Social Media
- Work on other related organizational programs tasks and duties

Days/Times are flexible based on student's schedule and availability. Students may be asked to come in our office to work on-site.