



# Alaska Wildlife Conservation Center

## Social Media & Administrative Manager

**Status: Full-time, year-round**

**FLSA Status: Exempt**

**Reports To : Director of Operations**

**Wage: \$24/hr, DOE**

The Social Media and Administrative Manager will directly report to the AWCC Director of Operations, working closely with the AWCC Director of Sales & Marketing to ensure smooth office operations including social media management, donor processing, and program scheduling. This position is in-person and will include a laptop and desk in AWCC's Executive Office.

### GENERAL RESPONSIBILITIES

- Manage the Alaska Wildlife Conservation Center's social media accounts on Facebook, Twitter, LinkedIn, YouTube, Pinterest, TikTok and Instagram. Duties include social media marketing, daily content creation and driving engagement campaigns.
- Post weekly on the AWCC's website blog.
- Assist in maintaining and developing the photo and video library for social media and marketing purposes.
- Support the AWCC with events, tours, and programming as-needed.
- Maintain extensive knowledge of AWCC's facility rental information and offerings.
- Coordinate with catering services during events to ensure staff's needs are met.
- Support staff and event guests with operation of AWCC speaker system and TV displays as-needed.
- Support with staff and event setup per guest specifications, as well as break-down after events.
- Perform frequent check-ins with event POC to maintain a high level of customer service.
- Support the Admission department with ticket booth operations as-needed.
- Support the Retail department with guest service operations as-needed.
- Serve as Manager On Duty (MOD), to act as point of contact for AWCC staff and visitors during emergencies, and for events/facility rentals.
- Manage the procurement of office supplies.
- Work directly with film crews to ensure all filming & photography rules are met.
- Manage AWCC phone line and AWCC info@alaskawildlife email inbox, respond to inquiries, and forward to appropriate team members.
- Support team with editing and proofreading of educational content.
- Other duties as assigned.

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## QUALIFICATIONS

- Experience with Microsoft Office including: Word, Excel, and Publisher
- Experience using Adobe and Photoshop
- Experience and knowledge using Meta Business Sweep
- Excellent communication, guest service and time management skills.
- Able to organize, plan for and manage assigned workload.
- Ability to work effectively in a fast-paced and multi-tasking, guest-oriented environment.
- A team player and a self-starter, able to work independently.
- Ability to listen, learn, understand, and follow instructions and directions.
- Must possess positive attitude and respectful attitude.
- Available to work varying shifts/hours based on business need, including evenings, weekends and holidays.
- Must have a valid driver's license with an acceptable driving record.
- Vaccination's: Tetanus, COVID-19 series

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## PREFERRED SKILLS

- 1 yr. experience working in a professional office environment
- Knowledge and experience in modern social media outlets
- Bilingual or Multilingual skills ideal, but not required

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## BENEFITS

- \$24/hour pay rate, DOE
- 9 paid holidays including: New Years, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, Christmas Eve, and the employee's birthday
- Medical, dental and vision insurance
- Sick Leave
- PTO package up to 2 weeks in first year of employment
- 403-b retirement option, matching 3% after 1 year of service
- Housing available on-site; bunkhouse and bunkbed style housing

DATE: \_\_\_\_\_

EMPLOYEE PRINTED NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_