



Part-Time Social Media Manager Job Description

Are you looking for an exciting part-time opportunity that has flexible hours? If so, we'd love to talk to you. As a member of the MedLaunch Solutions team, you will have the opportunity to:

- Shape the future of a young, aggressive and growing company.
- Contribute to a company that is dedicated to helping medical practices and hospital systems enhance their market presence in the local community thereby improving the lives of patients and families that benefit from their services.
- Be a part of a culture built on work/life balance, respect and fun!

MedLaunch Solutions, LLC, located in Lincoln, NE, is a fast-growing medical marketing firm that specializes in increasing referrals for physicians and hospital systems by utilizing a physician liaison. The results are a stronger market presence for the doctor, increased referrals and more time for the doctor to focus on what's most important – the patients.

Job brief

The Social Media Manager will administer the company's and 1-2 MedLaunch clients' social media marketing. They must be a highly motivated, creative individual with experience and a passion for connecting with current and future customers.

As a Social Media Manager, you will collaborate with our President in developing and executing social media campaigns for 1-2 MedLaunch clients. Your insightful contribution will help develop, expand and maintain social media for our clients.

General responsibilities:

- Deliberate planning for MedLaunch posts and 1-2 MedLaunch medical practice clients
- Development of brand awareness and online reputation
- Content management

Job requirements:

- Experience developing content and managing social media platform accounts, particularly Facebook, Instagram and Twitter
- Content management duties include:



- Administrate the creation and publishing of relevant, original, high-quality content. Error free and accurate.
 - Create a regular publishing schedule.
 - Leverage the right tools to manage your content. We have used Canva in the past.
 - Implement a content editorial calendar to manage content and plan specific, timely marketing campaigns.
-
- Excellent written communication skills
 - Strong organizational skills
 - Passion for the marketing industry and its best practices
 - BS or current enrollment in a related BS degree
 - Winning attitude, proactive and results oriented
 - Ability to demonstrate self-motivation by functioning independently with a high degree of initiative, entrepreneurship and autonomy.

Additional requirements:

- Social Media Manager will need to have their own computer and will work from home.

Compensation:

- This is a flexible, part-time opportunity. Wage will be \$17/hour.
- Approx. 10 hours per month

Job Type: Part-Time

MedLaunch Solutions, LLC is an Equal Opportunity Employer