

## **Boys & Girls Club of Greater Lynchburg Social Media Associate**

### Description of Position

The Social Media Associate will capture photos and videos for the organization and create posts for social media outlets such as Instagram, Facebook, and Twitter. Hours of Operation are typically between 8:00am-8:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Boys & Girls Club Executive Director. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office  
Student Service Center in Green Hall  
1971 University Blvd  
Lynchburg, VA 24515

Boys & Girls Club of Greater Lynchburg  
1101 Madison St  
Lynchburg, VA 24504

### Job Responsibilities

- Maintain social media sites
- Improve digital footprint by writing content and posting pictures

### Job Qualifications

#### Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

#### Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email [workstudy@liberty.edu](mailto:workstudy@liberty.edu). To apply, click here: [https://careers.liberty.edu/?job\\_posting=R0001083](https://careers.liberty.edu/?job_posting=R0001083).