



## **NENA Administrative Assistant/Social Media Specialist**

### **Job Description:**

Organize, coordinate, create and promote the events and activities of NENA. The ideal candidate will organize and coordinate the creation of the monthly board agenda by working with executive board officers. This person will attend all meetings, take the meeting minutes, summarize the notes and send the notes out to all board members within a week after the meeting. In addition, this individual will curate and manage the content of all social-media platforms and share information and other content to promote NENA activities (meetings, events, fundraisers, and Hyde Park Street Fair).

### **Duties:**

- Retrieve the mail and deliver to the appropriate board members
- Create and distribute the monthly board meeting agenda and post on social media
- Attend the monthly NENA Board meetings and take notes, summarize the notes, and send to all board members within 1 week after the meeting
- Attend NENA functions and promote activity on social-media platforms
- Administrate the creation and publishing of relevant, original, high-quality content
- Direct complaints, questions and comments left on the NENA's social-media pages in a timely manner to appropriate board members

### **Ideal Qualifications:**

- Creative thinker
- Excellent writing skills and the ability to connect with key influencers
- Experience with major social-media platforms (Facebook, Instagram, Twitter & NextDoor)
- Experience with maintaining web pages created in WordPress

### **Payment:**

This opening is a contract position. NENA has set aside a monthly budget for this position of \$250, and the hours will not exceed 16 hours/month.

### **Supervision/Accountability:**

Report to the NENA board officers (president & vice president) during the monthly board meetings held on the last Tuesday of each month (with the exception of December).

### **To Apply:**

Please submit a resume and letter of interest no later than Aug. 21 to [board@northendboise.org](mailto:board@northendboise.org)