

Job Title

Social Media Manager

Reports to

CEO

Overall Responsibility

Utilizing various social media networks and tools, represent mgecom, inc. and our client roster of affiliate programs in order to promote brand awareness, communicate with program participants, and educate others on the value of our company and services.

Areas of Responsibility

- Maintain and update the mgecom, inc. Facebook Fan page.
- Maintain and update the mgecom, inc. Twitter account.
- Maintain and update the mgecom, inc. Flickr account.
- Represent mgecom, inc. on a variety of industry-related forums.
- Update the mgecom, inc. blog.
- Create new social media accounts for mgecom, inc. where relevant and necessary.
- Create and upload new social media content, including photos, videos, articles, etc.
- Identify, research, and evaluate new and currently unused social media opportunities.
- Create and recommend social media strategies to mgecom, inc. management.
- Promote the affiliate programs managed by mgecom, inc. via social media vehicles.
- Promote mgecom, inc. services via social media vehicles.
- Report on various metrics measuring the success of the social media campaigns.
- Various office support staff duties including proofreading, editing, etc. as assigned.

Qualifications

- Degree, or degree to be obtained, in Business Management, Marketing, Advertising, Operations, or related field of study.
- An understanding of and familiarity with Microsoft Office products.
- An interest in learning about new and developing internet technologies.
- The ability to work with large groups of diverse people.
- The ability to communicate clearly, professionally, and courteously over a variety of mediums.
- The willingness to embrace and understand new concepts.

Applying

Submit your resume and cover letter to jobs@mgecom.com. *NOTE: No resumes will be considered if a cover letter is not included.* This position involves heavy communication via public forums, and writing style is of paramount importance.

About mgecom, inc.

mgecom, inc. is an internet marketing company located in Cary, NC. We focus on a very specialized niche of online marketing known as affiliate marketing. We work with our clients on an outsourced basis to provide services for which they do not have the resources to operate in-house. Our clients are located all over the US and range from small shops to large, multi-national companies. We pride ourselves on providing customized solutions for each client, paying close attention to detail, and creating a true value for everyone we work with. For more information, please visit www.mgecom.com.