



Guardian Defense Job Description

<u>JOB TITLE:</u>	<u>MEDIA & CONTENT SPECIALIST</u>
JOB TYPE:	Independent Contractor
REPORTS TO:	Vice President
SUPERVISES:	None
PAY RATE:	\$15.00-\$17.00/Hourly

POSITION DESCRIPTION:

The Media & Content Specialist's primary responsibility is to effectively market Guardian Defense's mission through social media engagement, content-enriched blogs, and successful email campaigns.

This opportunity is available part-time position.

Location: Candidate should reside within driving distance of zip code 33427.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Write/publish/edit blogs on recent training or relevant topic
- Write/post/edit advertisements and news on social media platforms regularly
- Write/publish/edit advertisements through email lists and alternate means of advertising
- Keep regular communication with supervisor

WORKING CONDITIONS:

Work is performed at Guardian Defense's office. Media & Content Specialist must have their own computer and cell phone. This position requires reliable transportation.

QUALIFICATIONS:

- Proficiency in Social Media platforms (Facebook, Twitter, LinkedIn, Instagram, Google My Business)
- Proficiency in Google Analytics a plus
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Proficiency in WordPress preferred
- Experience conducting email marketing campaigns
- Time management skills/ability to prioritize work
- Self-motivation; particularly when working from home
- Excellent written and verbal communication skills
- Passion for making our schools and workplaces safer
- Dedication to promoting our mission of empowering others
- Working towards college degree; or college degree preferred



COMPENSATION:

This contractor will be paid every 2 weeks by check.

As an independent contractor, there are no benefits such as health insurance or paid vacation. The contractor will be provided with a 1099 by January 31st of the following calendar year.

HOW TO APPLY:

- Complete a job application at <https://guardiandefenseplan.com/careers/>
- Email resume to the Administrative Assistant at admin@guardiandefenseplan.com