



Digital Recruiting Manager

Immediate Supervisor: Director of Marketing

Job Summary

The Digital Recruiting Manager will work directly with the Director of Marketing and will assist the External Relations Department with Digital Recruitment projects. This position will also manage our agency social media calendars which will help with brilliant storytelling to recruit Volunteer Mentors.

Responsibilities

- Digital Marketing
- Posting content on all of our social media platforms
- Brilliant Storytelling
- Coordinate all administrative needs for our digital platforms
- Creating and maintaining content calendars for all social media platforms
- Update all digital analytics for our social media and CRM system
- Content creation
 - Photography
 - Incorporating BBBS Brand Elements
 - Other misc. items
- Make recommendations to achieve growth and efficiency of our digital recruitment