



FIRST FAITH TREASURY

forming little disciples

POSITION:	Social Media Manager
COMPANY:	First Faith Treasury
STATUS:	Part time internship
SALARY:	\$15/hour
COMMITMENT:	5 hours per week
LOCATION:	Remote

ROLE (OVERVIEW OF THE POSITION)

We are looking for a part-time social media manager for [First Faith Treasury](#)

RESPONSIBILITIES (TASKS ASSOCIATED WITH THE ROLE)

- Develop overall social media strategy for First Faith Treasury
- Build and post 1 reel a week
- Build and post 3 standard posts a week
- Engage with 10 accounts
- Respond to questions, DMs, or comments
- Create content calendars for Facebook, and Instagram (or other channels as determined in the strategy) to be reviewed by owners
- Repost and reuse content from Katie and Meg
- Create quotes and other social media images using Canva for Instagram and Facebook
- Write content for social media channels to accompany the videos or images
- Schedule content to each respective channel (likely using Hootsuite)
- Monitor for comments and/or responses needed
- Format and send monthly to quarterly email blasts to subscribers via MailChimp

REQUIREMENTS (EXPECTED PROFICIENCIES)

- Previous video editing and social media management experience
- Strong knowledge of Catholic religion.
- Excellent writing and editing skills. The ideal candidate will translate existing content into creative and compelling social content.
- Possesses passion about social media and speaking on behalf of a brand.
- Put the words "I'm Your Social Media Manager!" in the "Why do you want to work with First Faith Treasury?" question on the application, followed by your reason.
- Energetic self-starter who has a sense of responsibility and the ability to work with a team or independently.



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ABOUT FIRST FAITH TREASURY

First Faith Treasury Books help you form your little disciples in the goodness, truth, and beauty of the faith.

Years ago, we had a dream to bring fun, whimsy, and pleasure to Catholic children's literature, while retaining solid catechesis and authentic beauty in each book.

As parents, we wanted our children to fall in love with Jesus, the saints, and the Church through the joy of reading about them. With graduate degrees in theology, we also knew we wanted to avoid watering anything down. Our children have such a great capacity for knowing God and His truths (God Himself placed that desire and capacity in their hearts and minds)!

What a gift that the Creator and God of the Universe has entrusted us – mothers and fathers, grandparents and godparents, teachers and relatives – with His little souls, the greatest in His Kingdom. We hope that these children's books help you in forming your children into the disciples and saints God made them to be.

These are the books we wished we had for our kids. We are so blessed they now exist and we can share them with you, too!

[Here is more about us!](#)

APPLICATION INSTRUCTIONS

Please fill out this application at the link below. Applications must be submitted by January 31st, 2022 and we will respond to applicants moving forward in the hiring process by February 28th.

[Click HERE to Apply!](#)

"Only God knows the good that can come about by reading one good Catholic book."

- Saint John Bosco