



Social Media/Event Planning/Marketing Assistant – Part-Time

Location: Edwardsville, IL

Hours: up to 15 hours per week

Pay: \$15/hour

About Us:

Main Street Community Center is a nonprofit organization dedicated to enriching the lives of seniors in our community through engaging programs, events, and services. We are looking for a creative and motivated **Social Media/Event Planning/Marketing Assistant** to help expand our digital presence and support our outreach efforts through creative and engaging content and strategies.

Responsibilities:

- Research, create, and optimize engaging content for social media and marketing campaigns
- Collaborate with the team to create strategies for increasing engagement and community involvement
- Monitor and analyze social media performance metrics, adjusting strategies as needed
- Support and assist in planning of promotional efforts for events, fundraising, programs, and outreach initiatives
- Assist in content creation for Facebook and other digital platforms including website
- Help coordinate event marketing and community outreach
- Other duties as assigned

Skills & Requirements:

- Interest in social media, digital marketing, and community engagement
- Strong writing, communication, and creative thinking skills
- Knowledge of social media platforms and basic analytics
- Reliable, self-motivated, and eager to learn
- Proficiency in MS Office Suite, Canva, and digital marketing tools is a plus

How to Apply:

Interested candidates are encouraged to submit a resume and write samples showcasing their marketing or social media work (if available).

For more information or to apply, contact Jessica Johnson at jessica@mainstcc.org or 618-656-0300. For more information regarding Main Street Community Center, visit our website at www.mainstcc.org