Social Media Associate

John D. and Catherine T. MacArthur Foundation | Chicago, Illinois

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**Background**

The John D. and Catherine T. MacArthur Foundation supports creative people and effective institutions committed to building a more just, verdant, and peaceful world. In addition to selecting the MacArthur Fellows, the Foundation works to defend human rights, advance global conservation and security, make cities better places, and understand how technology is affecting children and society.

MacArthur is one of the nation's largest independent foundations, with assets of approximately $5.8 billion and annual grants of more than $215 million. Through the support it provides, the Foundation fosters the development of knowledge, nurtures individual creativity, strengthens institutions, helps improve public policy, and provides information to the public, primarily through support for public interest media.

The Foundation makes grants and loans through four programs.

International Programs focus on international issues, including human rights and international justice, peace and security, conservation and sustainable development, girls' secondary education in developing countries, migration, and population and reproductive health. MacArthur grantees work in about 50 countries; the Foundation has offices in India, Mexico, Nigeria, and Russia.

U.S. Programs address issues in the United States, including community and economic development; housing, with a focus on the preservation of affordable rental housing; juvenile justice reform; education, with a focus on digital media and learning; and policy research and analysis on issues such as the implications of an aging society, America's fiscal future, and the use of economic analysis in policy making.

Media, Culture, and Special Initiatives support public interest media, including public radio, documentary programing, and work to explore the use of digital technologies to reach and engage the public.  Grants are also made to arts and cultural institutions in the Chicago area and for special initiatives.

The MacArthur Fellows Program awards unrestricted $650,000 fellowships to talented individuals who have shown extraordinary originality and dedication in their creative pursuits and a marked capacity for self-direction.

**Job Summary**

The John D. and Catherine T. MacArthur Foundation’s busy Public Affairs Department seeks a Social Media Associate to help manage its growing social media presence, develop new web and social media content, track web and social media statistics, and assist our small team with announcements, events, and other communications/outreach efforts as needed.

**Reports To**

Vice President, Public Affairs

**Responsibilities**

* Help manage the Foundation’s growing social media presence by creating and posting content, tracking and responding to comments, and identifying and developing relationships with influential audiences;
* Craft social media strategies in support of key Foundation and grantee announcements
* Suggest and develop new content for MacArthur’s website, including text, video, data visualizations, photographs, etc.;
* Create and update statistical dashboards to track web and social media efforts and guide future changes in approach;
* Post and format website content as needed;
* Research possible additional online vehicles for sharing information about the work of the Foundation and its grantees; and
* Build audience lists, including media, influencers, and potential guests for Foundation events;
* Assist others on Public Affairs team, as needed, to support communications and outreach efforts.

**Qualifications**

Skills and attributes that are essential to success in this position include –

* Experience with and understanding of various social media platforms;
* Online content creation experience, personal and/or professional;
* Strong writing and proofreading skills;
* Creative/entrepreneurial thinking;
* Well-developed organizational skills and attention to detail;
* Able to juggle many projects simultaneously and under tight deadlines;
* Positive, “can-do” attitude and a willingness to do what is necessary to get the job done;
* Eagerness to take on new responsibilities; and Interest in the work of the Foundation and its grantees.
* Competitive candidates will have two to six years of related experience.

**How to Apply**

To apply for the Social Media Associate position, interested candidates should visit www.macfound.org/jobs. Electronic submissions are required. Please submit a cover letter and resume explaining your interest in the position and your relevant experience.  You will receive acknowledgement that your application was received.

We will contact applicants who are selected for further consideration.  We are not able to respond to general inquiries from all applicants.  If you have problems with the online system, please contact our Human Resources Department at:  jobs@macfound.org.

John D. and Catherine T. MacArthur Foundation

(<http://www.macfound.org/>)