

Social Venture Network Social Media and Marketing Associate

Social Venture Network (SVN) transforms the way the world does business by connecting, leveraging and promoting a global community of leaders for a more just and sustainable economy. Working in collaboration with SVN's team, this position reports to the Executive Director and is responsible for the planning and delivery of SVN's social media and marketing initiatives. Please see www.svn.org for more information on the organization.

Job Responsibilities

- Produce monthly e-newsletter
- Write content for SVN's blog and aggregate content from member blogs; post content on external sites as well
- Manage content for SVN's social networking tools (Facebook, LinkedIn, Twitter, etc.)
- Produce website content
- Support production of SVN's Annual Report and other materials for SVN events (invitations, program books, etc)
- Enhance SVN's profile on search engines
- Develop communication plan for SVN initiatives and promotions
- Work with volunteers and members at conferences to blog sessions & interview attendees
- Manage inquiries received via email or the website
- Promote SVN Book Series and Innovation Awards
- Develop online media press kit
- Track references to SVN and our members in the media

Qualifications and Skills

- College degree
- At least 3 years of relevant experience
- Excellent communication, writing and editing skills
- Strong project management skills, good ability to multi-task, excellent attention to detail, ability to learn quickly
- Desired computer and technology skills: HTML, Adobe Creative Suite, Photoshop, Mac computers, Salesforce, Constant Contact
- Experience with social networking sites and blogging a plus; extra points if you have your own blog or website
- Professional, flexible, and committed work ethic
- Understanding of socially responsible business and/or economic justice issues

Salary: \$33 -38,000 DOE, along with excellent benefits. Send cover letter and resume (along with a writing sample or link to your website or blog) to: Social Venture Network, Attn: Jobs, P.O. Box 29221, San Francisco, CA 94129, fax to 415-561-6435, or email to jobs@svn.org. No phone calls.

The deadline for applying is July 17, 2009.

Diversity: SVN is committed to a diverse workforce. We actively seek to recruit people with diverse backgrounds, experiences and perspectives reflecting the full diversity of our society. For additional information about Social Venture Network, visit <http://www.svn.org>.