USC’s LGBT Resource Center is seeking a Digital Outreach & Social Media student worker for the 2020-2021 academic year. The Digital Outreach & Social Media student worker is responsible for updating and maintaining the LGBTRC's website and social media accounts to advertise the Center’s events/programs, post educational materials and resources, and outreach to the USC community. The Digital Outreach & Social Media student worker is also responsible for creating and sending out the LGBTRC’s weekly newsletter and monitoring all digital communications across social media platforms. This position is an incredibly important one for the LGBTRC during this remote learning and work environment and the Digital Outreach & Social Media student worker will play a key role in engaging USC’s LGBTQ+ community.

**LGBT Resource Center Mission**

The LGBT Resource Center (LGBTRC; est. 2005) is a cultural center within the Student Equity & Inclusion Programs (SEIP) that provides support, education, advocacy, and connection to community for undergraduate and graduate students at the University of Southern California. The LGBTRC welcomes students from across the gender and sexual identity spectra. The LGBTRC is dedicated to providing support and programming for all the intersectionality of identities within the university’s diverse community.

**Responsibilities of the Digital Outreach & Social Media Student Worker:**
- Manage the LGBTRC’s social media accounts & digital communications
- Promote the LGBTRC's events and programs through email, website, social media
- Search for, generate, and post educational materials and resources on the Center's website and social media accounts
- Assemble and send out the LGBTRC’s weekly newsletter
- Track social media analytics & digital engagement
- Monitor the Center's social media communications
- Outreach to student orgs and campus partners to advertise LGBTRC events on their platforms and promote relevant student org/campus partner opportunities on LGBTRC platforms
- Attend weekly student staff meetings and meet once a week with the Center Director
- Other duties as assigned

**Minimum Position Requirements:**
- Familiarity with issues impacting the LGBTQ+ community
- Proficiency using Facebook, Instagram, and Twitter
- Excellent written communication skills
- Excellent organizational skills and attention to detail
- Ability to work quickly and comfortably with deadlines
- Ability to take initiative and work independently
- Must be a currently enrolled undergraduate or graduate student at USC
- Must be in good academic standing for the term prior to selection and during entire period of employment
Preferred Position Requirements:
• Work-study funding preferred

Hours & Compensation:
The Digital Outreach & Social Media appointment runs from September — May, excluding academic holidays. The Digital Outreach & Social Media student worker must be available to work 10 hours per week, primarily during LGBTRC business hours (though occasional evening and weekend responsibilities may be required). This student worker position pays $15 per hour.

Applications:
To apply for the position, please visit: https://bit.ly/2EkXimO

Application deadline: Friday, September 4th

After submitting your application, email your resume and schedule of availability to Center Director of the LGBT Resource Center, Megan van der Toorn at mvandert@usc.edu. Please feel free to email Megan with any questions.