



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

Social Media Coordinator

DEPARTMENT: Marketing & Communications

REPORTS TO: VP of Marketing, Communications and Content Distribution

LOCATION: Program & Training Center, St. Louis Park, MN

STATUS: Part-time, 20 hours per week

CLASSIFICATION: Non-exempt

WORK HOURS: Tuesday, Wednesday, Friday; during typical business hours (8:30 a.m. – 5 p.m.) with flexibility for events/activities. Flexible work schedule.

BENEFITS: Competitive benefit package and professional development

Hourly Rate: \$18-\$25 per hour based on experience

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build resiliency, form healthy relationships, establish positive coping skills, and actively plan for their futures. Transformation happens from the inside out as teens come to believe they are lovable, capable, and worthwhile. Our vision is for every teen to be rooted in the living hope of Jesus—unleashing untold potential in themselves and their communities.

TreeHouse culture includes a strong commitment to diversity, equity and inclusion (DEI), and staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment). Both determine how we build healthy relationships with diverse populations of teens, alumni, donors, colleagues, volunteers, network sites, and the general public. TreeHouse is growing to lead the nation as a training and equipping organization, currently serving more than 3,000 teens annually across more than 50 sites in 10 states.

TreeHouse values diversity in the workplace, we take pride in hiring a variety of candidates.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture, and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Social Media Coordinator will serve as part of the Marketing Department . This role will support the organization by managing the creation of content of Treehouse's social platforms. This position will

enhance the effectiveness of the department by working alongside the Marketing/Comm team in order to achieve the set goals for social media.

ESSENTIAL JOB FUNCTIONS

- Support in the creation of creative content directed by the VP, Marketing/Comm through the queue.
- Responsible for filming, editing, and producing content as needed according to the relationship.
- Support the Marketing Department as needed with creative content necessary to fulfill initiative plans.
- Refine and inform Treehouse's social media strategies and collaborate when needed with internal department Directors.
- Creates monthly social media plans and curate content that aligns with the established social media strategy.
- Stay abreast of applicable trends and strategies that would push Treehouse platforms towards their goals.
- SMC would respond to comments and DM's in a timely manner.
- SMC would direct/capture content on and off-site.
- Capturing content from our Directly Operated site within the Metro (usually Tues/Thurs evenings).
- Attending weekly Team Meetings, and once a month All Staff Training.
- Attend and participate in all TreeHouse Sponsored events.
- Perform other duties and responsibilities as assigned.
- Engage in personal and team development opportunities presented by Treehouse leadership.
- Assist and perform any and all other duties as assigned.
- Travel: 5% mostly local

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry.
- Practical knowledge, experience, or capacity to learn the necessary technology and systems.
- Strong attention to detail with a commitment toward excellence in content creation and production.
- Work independently with little supervision and in a team environment.
- Excellent organizational and planning skills with the ability to manage projects simultaneously and with great attention to detail.
- Agility to work with changing schedules, deadlines, and travel (although limited travel) details.
- Servant heart and attitude, serving as a team player and ready to help where needed.
- A model of Christian integrity, diligence in work and persistence in pursuing and exceeding objectives.
- A passion for the cause to end hopelessness among teens.
- Professional demeanor and approach and behavior consistent with the standards contained in Treehouse manuals (i.e. Employee Manual, etc.).

- ❑ Strong interpersonal skills (emotional intelligence) and the ability to be highly adaptable, forging positive working relationships with a wide variety of people in a non-profit environment.
- ❑ Ability to manage changing priorities with a positive, collaborative attitude.
- ❑ Self-motivated with ability to meet deadlines independently and as part of a team.
- ❑ Excellent written and verbal communication skills
- ❑ Sound judgment and understanding of confidentiality.

COMPENSATION

- This part time, hourly position pays between \$18.00-\$25.00 per hour depending on experience and qualifications. TreeHouse's comprehensive benefits package for full-time employees includes; medical, dental, vision, life insurance, short-term and long-term disability, retirement plan, paid time off and employee assistance program.

If you are interested in applying for this position, please visit; www.TreeHouseHope.org/careers
Position is open until filled.