

Social Media Assistant Job Description

The Social Media Assistant will create memes for use on the HAYS Cleaning website, as well as the company Facebook, Twitter, Pinterest and LinkedIn accounts. Using provided photographs and images, the assistant will:

- Create a memes from a provided photographs or images. Assistant will create or choose text/copy to go on the picture; company information is always included on each image (HAYS Cleaning - 708-598-3819).
- Determine additional text (copy) to be posted with the Meme (this will depend on if it is a Quick Tip, Humor, Veteran, Offer, etc).
- Once approved, the assistant will post the images and other content Pinterest as well as schedule posts to Facebook, Twitter and/or LinkedIn using HootSuite.

Required Skills:

- Word processing
- Spreadsheets
- Email and internet
- Use of social media (Facebook, Twitter, Pinterest, etc)
- Must be comfortable attending online based meetings for training (this will require both a computer with internet access as well as a phone connection).

Required Tools:

- MemeMaker (provided for free; other graphic software may be used as long as the outcome is similar)
- DropBox (available at www.dropbox.com; free)
- Word Processor (Word, OpenOffice Writer, etc)
- High Speed Internet Access
- Phone

HAYS Cleaning is a full service commercial and residential cleaning company. It is family owned and has serviced the south suburbs and south Chicagoland area since 1979.

HAYS Cleaning Online Sites

- www.hayscleaning.com
- Facebook: www.facebook.com/hayscleaning
- Pinterest: www.pinterest.com/hayscleaning
- Twitter: www.twitter.com/hayscleaning
- LinkedIn: <https://www.linkedin.com/company/hays-cleaning-inc>

Starting rate between \$9.00 to \$11.00 per hour; review for rate increase after 30 days. For consideration, submit resume, with cover letter, to Mary James at mary@hayscleaning.com.