

Women's Rights National Historical Park



Experience Your America through an Internship

VOLUNTEER-IN-PARKS Positions open

Social Media Lead Administrator

Supervisor: Chief of Interpretation

Location: 136 Falls St, Seneca Falls, NY 13148

Applications accepted by email: Subject line to read recruiting
Email to [John Stoudt@nps.gov](mailto:John_Stoudt@nps.gov) or 315-568-2991, ext. 3004

Job Description: Plan, post, monitor, and administer the WORI Facebook, Twitter, Flickr, and Youtube sites as outlined in the WORI Social Media Plan. Suggest new topics or media use to appropriate park staff for support where needed to post content. Has authority to use discretion to post and remove offensive posts (after taking a screen capture for documentation) without the need to consult with a park employee. Responsible for social media archiving (on a park-supplied and a park-owned external hard drive). Provide reports, recommendations, and statistics to the park's Social Media Committee.

Benefits to the volunteer: Personal enrichment and working within a national park setting. Assisting visitors in their understanding of the legacy of the 1848 Woman's Rights Convention and the Declaration of Sentiments. Improved public information skills, public relations skills, and experience using social media to forge and strengthen new and existing relationships.

Skills and Qualifications: Social media skills including the ability to tweet, do facebook, and other online media. Skill in writing for different media, text, or releases. Willingness to do research and answer questions regarding upcoming or past events on social media sites. Excellent communication skills. Ability to discern controversial topics and seek clarification and approval before posting or responding publicly.

Time Commitment: Time commitment will vary with topic and event needs and could be ten or more hours per week.

Training Required: Background Investigation

Computer Security Training

Epley Institute courses on NPS

Orientation to Women's Rights National Historical Park

Optional Training: ICMS training.

Reviewed by: Mary Kline

Last updated: 1/08/2012