

## Position Description: Social Media Assistant



If you have a passion for language, then we might have a job for you! The National Museum of Language is seeking a part-time Social Media Assistant. **This is a contract position based on work items completed.**

The National Museum of Language honors and supports language acquisition and preservation, along with linguistic and cultural diversity. Through our outreach activities and online resources, we celebrate the magic and beauty of human communication.

As the Social Media Assistant, you'll work remotely with a dedicated staff and Board of Trustees under the direction of the Social Media Manager.

### Responsibilities include:

- Manage the Museum's social media channels, including Instagram, Facebook, & Threads
- Update the Museum's website and produce our monthly newsletter
- Write original blog posts on language teaching and languages
- Monitor and report on social media analytics
- Assist in building and developing a community of language learners, teachers, & researchers

### About the National Museum of Language

The National Museum of Language is a virtual museum that explores the transformative powers of language. We opened to the public May 3, 2008 and went virtual in 2013. A trailblazer in the field — there are no more than three museums in the world with a similar focus — the Museum examines the history, impact and the art of language. To learn more, visit our website at [www.languagemuseum.org](http://www.languagemuseum.org).

### Requirements

Applicant must

- provide evidence of permission to legally work in the United States
- be over 18 years of age
- reside in the United States
- show evidence of ability to write clearly and professionally in English
- have strong familiarity with WordPress or similar web editing tools
- have bilingual ability in English and another language, preferably Spanish
- have a passion for language learning and research

### Hours and Payment

The position requires about 20 hours per month.

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How to apply: send a cover letter and your resume with samples of your blog or website work to [info@languagemuseum.org](mailto:info@languagemuseum.org)