



College Year in Athens

## Perks:



Work with an international team!



Remote and Full-time; CYA's US office is based in Cambridge, MA



Attend 2 professional development events a year



Opportunity to travel to Athens, Greece

# We are hiring!

# Social Media Coordinator

## About us:

**CYA** (College Year in Athens) is a non-profit educational institution that has been acting as a cultural and educational bridge between the U.S. and Greece for nearly sixty years.

We provide study abroad and gap year programs in Athens, Greece focused on hands-on learning, using the city and country as our textbook.

## Description:

### Content Creation & Social Engagement

- Work with social media team in creating the **strategy** development for various social media platforms and report analytics weekly
- Create **graphics and videos** for promotion of CYA programs
- As part of the social media team, you will keep an organized **content calendar** and brainstorm **new campaigns** across all media, reaching audiences such as prospective students, educational partners, CYA governance and more
- Post** on social media in accordance with the calendar and **engage** frequently with followers via DM, comments, and story replies

### Cross-collaboration

- Create posts, stories, and reels in collaboration with various departments

## Platforms:

- Social Media: Facebook, Instagram, LinkedIn, YouTube, Twitter, TikTok
- Creation: Adobe, Canva, video editing
- Organization: Google Suites, Hootsuite

## What we require:

- Bachelor's degree in social media, marketing, communications, or a similar field
- Experience designing and managing social media platforms
- Eagerness to work with an international team, awesome students, and alumni
- Understand KPIs within a social media context

## To Apply:

- Submit resume and portfolio of previous work to Alexia Lingaas, [alingaas@cyathens.org](mailto:alingaas@cyathens.org). Submissions due by **October 24th**