

MOM YOUNIVERSITY

WE'RE LOOKING FOR NEW FACES!

Do you have what we're looking for? Apply today!

**APPLICATION DEADLINE:
AUGUST 14, 2020 AT 5:00PM MST**

Are you a passionate and driven problem-solver? Join Mom
Youniversity today and be a part of our awesome team!



JOIN OUR TEAM!

SUBMIT YOUR RESUME TODAY!

Vacancies:

- Online Community Manager
- Virtual Administrative Officer

We also accept applications for full-time student interns!

Please apply to join our team

Visit www.momyouniversity.com/careers to apply



COMMUNITY ENGAGEMENT MANAGER

JOB ROLE AND SUMMARY

A Community Engagement Manager is the initial point of contact with online audiences on all social media accounts of the school as well as internal student platforms, managing engagements with the student meets and coordinating activities on the platforms.

A good community manager must be able to engage the audience via relevant community initiatives, monitor and evaluate online customer/visitor engagement metrics, have knowledge of online marketing audience and channels to reach them in this industry and be up to date with digital technology trends.

The individual must be able to interact with the students and follow up with their issues and concerns.

A. DUTIES AND RESPONSIBILITIES

- Manages all social media accounts and engagement with visitors to each site
- Handles all social media and communication campaigns to align with publicity strategies of the school
- Provides engaging text, image and video content for social media accounts
- Responds to comments and online visitor queries in a timely manner
- Builds relationships with online visitors, students and potential students
- Creates and organizes online events to build community and boost brand awareness
- Regularly monitors online reviews and reports feedback to management
- Coordinates with all teams to ensure brand consistency



COMMUNITY ENGAGEMENT MANAGER

B. SKILLS

- Excellent verbal communication skills
- Excellent writing skills
- Hands on experience with social media management for brands
- Ability to interpret website traffic and online customer engagement metrics
- Knowledge of online marketing and marketing channels
- Experience launching online community initiatives
- Detail oriented individual
- Capable of working independently and collaboratively with a team
- Strong organizational skills in terms of tasks, time, and people.

C. QUALIFICATIONS

- A bachelor's degree in Marketing or any other relevant field
- At least 2 years' experience working in a online community manager role
- Working knowledge of Microsoft Office Suite



VIRTUAL ADMINISTRATIVE OFFICER

JOB ROLE AND SUMMARY

We are looking for a highly organized individual to handle all our administrative duties necessary to run our virtual office effectively.

If you are someone with excellent communication and organizational skills, with the ability to multitask, then you just might be the one we are looking for.

To be successful in this role, the individual must have good understanding of virtual office management procedures, working with teams across different countries, time zones with the ability to deliver on key job responsibilities in a timely manner.

A. DUTIES AND RESPONSIBILITIES

A Virtual Administrative Officer is the initial point of contact and is responsible for managing and handling the clerical tasks for the school's office.

- Serves as the virtual front desk executive of the school. Handles all the email and phone correspondence from students, faculty, stakeholders, and others who have any concerns about the school.
- Create and maintain electronic filing systems. Maintains filing records including student attendance, school schedule, and other essential documents.
- Responds to both internal and external inquiries and concerns.
- Gathers inputs and prepares written materials for communication such as emails to students, newsletters, calendars, reports and others.
- Oversees the students and faculty's requirements to make sure that all needs are met.
- Schedules meetings and appointments.
- Attends meetings and records notes for management team



VIRTUAL ADMINISTRATIVE OFFICER

B. SKILLS

- Exemplary interpersonal skills to a diverse population (students, faculty members, management team, general public)
- Strong organizational skills in terms of tasks, time, and people.
- Capable of making independent decisions, addressing the best way to handle tasks.
- Excellent in both written (spelling, punctuation, sentence structure) and verbal communication.
- In-depth understanding of basic customer service concepts.
- Detail-oriented individual who takes responsibility for every task.
- Capable of working independently and collaboratively with a team.
- Knowledgeable in performing basic mathematics.
- Ability to work under pressure.

C. QUALIFICATIONS

- A bachelor's degree in administration or any other related course is an advantage
- At least 2 years' experience working in an administrative role (preferably a school)
- Experience in administering a school is highly preferred
- Working knowledge of Microsoft Office Suite



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- **Virtual Administrative Officer**

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HOW TO APPLY

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Email: careers@momyouiversity.com

