



## **Social Media Manager**

### **ROLE**

We need a Social Media Manager for the Naval Sea Systems Command (NAVSEA) Office of Corporate Communication (SEA 00D). NAVSEA SEA 00D supports the command mission of designing, building, delivering and sustaining the U.S. Navy's ships, submarines and systems through its strategic communications efforts. SEA 00D is responsible for providing the strategic guidance, planning and execution support for all enterprise-wide internal and external communication, including marketing requirements and legislative engagement. Your role as a Social Media Manager for the SEA 00D will be to curate all relevant visual and audio/video media and news products, create and retain statistics/measures of effectiveness for maximum engagement to a wide range of audiences, including Members of Congress, Department of Defense (DOD), industry stakeholders, general public as well as military and civilian personnel within the NAVSEA enterprise. This is a full-time opportunity.

Apply today!

### **RESPONSIBILITIES**

- Primary manager and content creator for the command's social media sites (currently Facebook, LinkedIn and Instagram).
- Develop, plan and execute social media content and campaigns aligned to Navy and Department of Defense (DoD) messaging priorities and objectives.
- Curate all relevant visual and audio/video media and news products.
- Create and retain measures of effectiveness for maximum engagement to a wide range of audiences
  - Members of Congress
  - Department of Defense (DOD) industry stakeholders
  - Military and civilian personnel within the NAVSEA enterprise.

### **REQUIRED SKILLS/EXPERIENCE**

- Minimum 4 years' experience in managing social media platforms

### **PREFERRED EXPERIENCE**

- Knowledge of NAVSEA, Congress, the Navy and Department of Defense.

### **REQUIRED EDUCATION / CERTIFICATIONS**

- Bachelor of Arts/Science degree in English or Communications or related field.

### **LOCATION**

- Washington Navy Yard, DC 20376

### **CLEARANCE**

- Secret Clearance Required



**CLIENT**

- Department of the Navy (DoN), the Naval Sea Systems Command (NAVSEA) Office of Corporate Communication (SEA 00D). NAVSEA SEA 00D

**TRAVEL**

- Travel may be required

**WORK HOURS**

- 40 hours a week, 8 hours a day

**EMPLOYMENT CLASSIFICATION**

- Employment Classification Eligibility — W2

**RELOCATION**

- Not eligible for relocation benefits

**Other Considerations:** *applicants will be subject to a background investigation. Individual's primary workstation is in an office area. The noise level in this environment is low to moderate. Regularly required to sit for extended periods up to 80% of the time; frequently required to move about to access file cabinets and use office equipment such as PC, copier, fax, telephone, cell phone, etc. Occasionally required to reach overhead, bend, and lift objects of up to 10 lbs. Specific vision abilities required by this job include the use of computer monitor screens up to 80% of the time.*