

City of Nauvoo

Contract Social Media and Website Facilitator Job Posting

Duties and Responsibilities

Monitor and provide content updates Beautiful Nauvoo Website

Respond to phone/email/social media inquiries

Promote Nauvoo lodging and other Nauvoo business to increase overnight stays

Develop Nauvoo marketing campaigns

Monitor marketing campaign data and share quarterly reports with Hotel/Motel Board and Chamber members

Create Nauvoo business and attraction content (photos, videos, marketing)

Solicit events for website promotion

Attend monthly Hotel/Motel Board meetings and Nauvoo Area Chamber of Commerce meetings

Requirements/Compensation

Create and post at least two social media posts per week

\$500.00/month compensation

Manage marketing budget (Up to \$150.00/month ad budget)

Please submit a cover letter, resume, and at least 3 examples of marketing content/campaigns to the Nauvoo Hotel Motel Board by email **by January 25, 2023** to the following address:

Email- briellehill@gmail.com

Hotel/Motel Board Members: Jeff Christensen, Jim Topic, Brian Christiansen, Amy Hill, Shanna Long, and Brielle Hill-Johnson