

JOB AD

August 2022 start date

Digital Projects Manager for the Black & Indigenous Feminist Futures Institute (BIFFI)

Part time: 10-20 hours per week

Duration: August 2022-August 2023

Pay: \$20/hr.

Duties:

The Digital Projects Manager will be responsible for:

- Designing and maintaining the BIFFI website
- Managing social media platforms (Twitter, IG, YouTube)
- Documenting/recording in person and digital events (working with AV and tech staff)
- Preparing digital recordings (editing, formatting) for upload to website and social media platforms
- Act as tech support for digital events (i.e., zoom talks, workshops, lectures, in person)
- Direct and manage on and off campus publicity for BIFFI programming (mainly through website, and social media blasts)
- Manage, organize, and archive audio and visual content for website

Qualifications:

- Experience designing and managing websites
- Excellent design skills
- Experience with the development of written marketing and public relations content
- Experience with audio/visual editing software
- Project management skills
- Ability to work independently

We are especially interested in candidates with design backgrounds and portfolios.

We will review applications until the position is filled. Please send your cover letter, CV, and sample works (if you have them) to tjk9b@virginia.edu