



WLJT Job Opening Part-time Promotions/Web Associate

WLJT is currently accepting resumes for the position of part-time Promotions/ Web Associate. Successful candidates will work in our offices located on the UT-Martin campus.

Duties will include but are not limited to:

- Assist in preparing and executing social media plans. Including research to base decisions on.
- Update/maintain certain areas of the station website.
- Design ads for online and print use.
- Provide reports for station management.
- Assist with on-air and special event fund raising activities.
- Represent the station at appropriate community and business events.
- Participate in other departmental and station activities and events as requested or assigned.

Requirements:

- Excellent and demonstrable visual, written and oral communications skills.
- Ability to operate a computer and Microsoft Office applications.
- Experience with various forms of social media

This position will take direction from the Assistant Station Manager and Webmaster.

Send resume (including 3 professional references) and letter of interest to:

kcobb@wljt.org

or

WLJT-Online

P. O. Box 966

Martin, TN 38237

No phone calls please. Resumes should be RECEIVED no later than May 1.

WLJT is an equal opportunity employer. Women and minorities are encouraged to apply.