



Prince George County, Virginia

## Social Media Coordinator for Fire & EMS

<b>SALARY</b>	\$18.61 Hourly	<b>LOCATION</b>	County of Prince George, VA
<b>JOB TYPE</b>	Part-time Temporary	<b>JOB NUMBER</b>	SMCFE012025
<b>DEPARTMENT</b>	Fire Services, EMS and Emergency Management	<b>OPENING DATE</b>	01/27/2025
<b>CLOSING DATE</b>	Continuous		

### Essential Functions/Typical Tasks

Prince George County Fire and EMS is currently seeking a motivated and creative Social Media Coordinator on a Part-Time Temporary basis. This position will be responsible for enhancing our online presence, engaging with our community, and promoting fire safety and emergency preparedness initiatives through various social media platforms.

Responsibilities:

1. Create engaging and informative content for our social media channels, including Facebook, Twitter, Instagram, and LinkedIn.
2. Develop and implement social media campaigns to raise awareness about fire safety, emergency medical services, and community outreach programs.
3. Monitor social media channels for relevant news, trends, and conversations related to fire and EMS services.
4. Respond to comments, messages, and inquiries from followers in a timely and professional manner.
5. Collaborate with internal teams to gather content, photos, and videos for social media posts.
6. Assist in analyzing social media metrics and preparing reports to track the effectiveness of our social media efforts.
7. Stay up-to-date with the latest trends and best practices in social media marketing and firefighting/EMS industries.
8. Participate in team meetings and brainstorming sessions to contribute ideas for social media content and campaigns.

### Qualification Requirements

1. Currently enrolled in a college or university pursuing a degree in marketing, communications, public relations, or a related field.
2. Strong written and verbal communication skills, with an ability to create engaging content for social media platforms.
3. Proficiency in using social media management tools and analytics platforms.
4. Knowledge of fire safety practices, emergency medical services, or interest in learning about these topics.
5. Creativity and willingness to think outside the box when developing social media campaigns.
6. Ability to work independently and collaboratively in a fast-paced environment.
7. Detail-oriented with excellent organizational skills.
8. Availability to work a flexible schedule, including occasional evenings and weekends for live coverage of events or emergencies.

**Employer**

Prince George County, Virginia

**Phone**

804.722.8669

**Address**

Prince George County  
6602 Courts Drive  
Prince George, Virginia, 23875

**Website**

<http://www.princegeorgecountyva.gov/>