



Position: Media and Events Manager

Location: San Antonio, TX, and Kendalia, TX (as needed)

Schedule: Monday through Friday (~3 times a year will work weekends for events)

History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 10,000 wild animals per year for rehabilitation and release as well as providing permanent sanctuary for more than 600 resident non-releasable indigenous wildlife, non-native wildlife (large mammals, primates, reptiles and birds) and farmed animals. Wildlife Rescue is located on 212 acres in the beautiful Texas Hill Country near Kendalia, Texas and has an outreach receiving and rehabilitation facility in San Antonio.

Primary Position Duties and Responsibilities:

1. Social Media
 - a. Develop, create, and manage content across all social media platforms in use by WRR.
 - b. Design social media campaigns in alignment with WRR's media strategy.
 - c. Manage the WRR social media calendar.
 - d. Manage paid ads on social media platforms.
 - e. Monitors engagement on social media, responds to inquiries in a timely manner, and alerts WRR management of items that need to be addressed by the organization.
 - f. Track and analyze social media metrics to assess the effectiveness of campaigns and content.
2. Media Support
 - a. Draft language, and coordinate information and processes for WRR Advocacy information shared across internal and external digital platforms.
 - b. Produce various forms of digital content including infographics, multimedia projects, graphics, and videos
3. Events
 - a. Plan, coordinate, and execute all facets of WRR Fundraising events.
 - i. Including, but not limited to: venue booking, vendor management, staff and volunteer coordination, managing the day-of operations for each event, ordering supplies, etc.
 - b. Solicit in-kind donations from Community Partners to be used in event silent auctions and raffles
 - c. Manages and executes all WRR event related communications sent via mail, e-mail, and/or different digital media channels
4. Administration
 - a. Coordinates with other Development staff to create and update a shared editorial calendar that coordinates content release across different platforms and audiences.
 - b. Other duties as assigned

Additional Essential Knowledge, Skills and Abilities:

1. **Communication:** Ability to communicate clearly and effectively via oral or written means. Ability to draft, review and produce well-written materials. Ability to make presentations.
2. **Composure:** Ability to remain calm and maintain self-control in the midst of difficult circumstances and emergencies. Ability to respond in a professional manner in all situations.
3. **Decision-Making:** Ability to set work priorities and to evaluate and create solutions to work related problems.

4. **Organization:** Ability to keep various on-going projects organized. Requires good time management practices and the ability to meet multiple deadlines.
5. **Reporting Relationships:** The Media and Events Manager reports directly to the Director of Development and is accountable to the Executive Director and Founder/President of WRR.

Compensation: This is a full-time, hourly, non-exempt position paid \$25.24 per hour plus benefits.

By accepting this position, you agree to provide all necessary care even to species you do not feel “comfortable” with. At WRR we treat all animals equally regardless of the degree of comfort that staff may or may not have when working with certain species. In addition, if your personal feelings towards any species or individual animal are in any way negative, you are still required to speak of them with respect and to provide all necessary care.

WRR is an Equal Opportunity Employer.