

**Yew Dell Botanical Gardens
Job Description**

Position Title: Social Media and Website Coordinator
Reports to: Public Relations and Marketing Manager
Classification: Part Time, Non-Exempt

Date: March 2025

Position Summary: Under the Director of the Public Relations and Marketing Manager the Social Media and Website Coordinator works to communicate and promote the mission of Yew Dell Botanical Gardens to external and internal parties. The Social Media and Website Coordinator assists the Public Relations and Marketing Manager with the management of Yew Dell's website and other electronic communications as needed.

Job Responsibilities:

- Assists the Public Relations and Marketing Manager on implementation of Yew Dell's digital communications strategy and electronic communications.
- Create social media promotions and communications.
- Manage website content and maintenance.
- Assist with email communications with donors, members and guests.
- Be present at Yew Dell events when appropriate
- Collaborate with other Yew Dell staff to support the organization's mission and programs.
- Other duties as assigned.

Requirements/Qualifications:

- Bachelor's degree preferred.
- Minimum of two years of experience in media and marketing promotion, website management.
- Excellent communication and interpersonal relations skills.
- Ability to manage projects and prioritize multiple assignments and deliver on a timely basis.
- Ability to identify needs and adapt to new technologies quickly.
- Excellent knowledge of computer, technology and digital media.
- Ability to thrive in a team environment.
- A positive attitude with staff, volunteers and guests.
- Must be willing to work non-standard hours and Yew Dell events as needed.
- Must have transportation to events, meetings and various functions as required.

To apply send your cover letter and resume to:

Yew Dell Botanical Gardens
6220 Old LaGrange Road
Crestwood, KY 40014

Or email to:

jobs@yewdellgardens.org



YEW DELL BOTANICAL GARDENS™