



**EMPLOYMENT OPPORTUNITY**  
**Digital & Social Media Coordinator**

**Wage:** \$30,000 - \$36,500 annually DOQ

**About Marble Falls:** The City of Marble Falls is a Home Rule municipal corporation located in the heart of the Texas Hill Country on the Colorado River. It is centrally located 47 miles northwest of Austin and 85 miles north of San Antonio, in the middle of the Highland Lakes area, the largest chain of lakes in Texas.

**General Position Duties:** This position is responsible for promoting Marble Falls, Texas through the use of Chamber of Commerce & CVB websites and social media. The Digital & Social Media Coordinator will manage social media presence for the Chamber of Commerce and CVB on Facebook, Instagram, Twitter, Pinterest as well as other sites that may launch in the future. Continuous collaboration with Chamber and CVB staff will be necessary to ensure proper messaging is executed in support of Chamber Events and CVB Campaigns. This position will continually monitor the Chamber of Commerce and CVB websites and respond to online questions and requests. The Digital & Social Media Coordinator must be a personable, creative, accountable, and collaborative professional that is team oriented. This position will report to the Director of Tourism & Marketing.

**Education, Work Experience Required:**

1. High School Graduate or its equivalent is required (Bachelor's degree in Tourism, Business, Marketing, Communication or other related field or equivalent is preferred)
2. A minimum of 1-year experience in digital media, website and social media management

**For additional information such as full job description and required skills visit:**

**[www.marblefalls.org](http://www.marblefalls.org)**

**Please submit Cover Letter and Resume via email to:**

**[jarrod@marblefalls.org](mailto:jarrod@marblefalls.org)**

**This employment opportunity will be open until filled**