

# Digital Content Coordinator, Omaha Places

## About Omaha Places & 402 Social

402 Social is an Omaha based media company that works with clients all around the Omaha-Metro area. We run the Omaha Places Instagram, TikTok, website and newsletter which all promote local businesses and events.

## Job Summary

The Digital Content Coordinator will be responsible for filming, editing, and managing content for the Omaha Places Instagram, TikTok account, and newsletter. This role requires visiting businesses and attending events around the Omaha-Metro, filming and editing in the Omaha Places style, posting on the Omaha Places accounts, and managing a complex content calendar. This role is ~20 hours per week with strong potential to turn full time for the right candidate.

## Job Responsibilities

- Travel to businesses and film photo & video in the Omaha Places style
- Attend events on behalf of Omaha Places
- Edit & upload content to Google Drive
- Edit short form videos and record voiceover
- Make Reel covers in Canva
- Create newsletter graphics in Canva
- Manage the Omaha Places content calendar and publish posts as needed
- Create Instagram stories
- Communicate with our copywriter to provide business & event information
- Assist in creating our weekly "Here's What's Happening in Omaha this Weekend" event guide & newsletter
- Occasionally update the Omaha Places website

## Job Qualifications- this role is perfect for you if you:

- Are fluent in speaking and writing English
- You live in or around Omaha, NE and have the ability to commute around the city
- You're a recent college graduate. This position will start part-time but have potential to turn full-time
- You're an expert in navigating the Instagram and TikTok apps and know all the features they both offer
- You love taking photos and filming vertical video
- You have video editing experience in TikTok, Instagram Reels or CapCut
- You have experience working in Later and Notion, or are excited to learn these softwares
- You're deadline driven! You can easily manage a content calendar and ensure all posts are published on time
- You have a laptop or computer to work from (phone to film content will be provided)

**Compensation & Benefits**

- \$17/hour
- iPhone 14 (or equivalent) to film & edit content
- Co-working space in downtown Omaha

Note: We are a small company and currently cannot offer health insurance, although we hope to be able to offer it to full-time employees in the near future.

To apply, please fill out the application at [402social.com/careers](https://402social.com/careers). Applications are due by 5 pm on Friday, September 1st, 2023.