

Job Position Overview:

Do you have a passion for marine life and have excellent computer skills? Gulf Specimen Marine Laboratories in Panacea, FL is hiring for a full-time social media/marketing coordinator & office assistant! We are looking for an organized individual who can multitask and work in an ever-changing work environment. Our ideal candidate has experience with social media and marketing engagement as well as good computer skills. Good people skills and a positive attitude are a must. Experience with Wordpress, Microsoft Publisher, and social media platforms is strongly preferred.

The work schedule is Tuesday - Saturday.

Responsibilities:

- Schedule social media posts weekly, engage with comments and respond to direct messages
- Answer the phone and make calls as needed
- Schedule field trips and birthday parties
- Take specimen orders via phone and/or email and create sales orders
- Create and schedule ads for Facebook and local newspapers and magazines
- Do monthly brochure runs
- Work in the gift shop and run the cash register
- Tag gift shop items as needed
- Edit the website as needed
- Design signs and projects for the aquarium
- Create events and fundraisers on Facebook as needed

Interested candidates please send a resume & cover letter to gulfspecimentom@hotmail.com