



## FRENCH SOCIAL MEDIA ASSISTANT JOB DESCRIPTION

Regular Office Hours: 8:00 AM to 4:30 PM  
Position filled: Open

Position: Part-time salaried  
Location: Remote

### Responsibilities:

1. Manage our French Facebook and Instagram accounts
2. Create social media graphics in French and post as needed (a template will be provided)
3. Respond to comments in French on social media in a timely manner
4. Translate website landing pages and downloads into French as needed

### General Requirements:

- High school diploma
- Fluent in French and English
- Design and creative ability that matches TSFM style and standards
- Excellent verbal and written communication skills
- Highly self-motivated
- Detail-oriented and able to handle multiple priorities
- Able to work overtime on an “as needed” basis
- Possess a “can do” and “whatever it takes” attitude
- Provides solutions
- Must have your own computer with internet connection
- Consistent learner
- Born-again believer, filled with the Holy Spirit and must adhere to the doctrines of this organization as upheld by Terri Savelle Foy and her appointed representatives

### Compensation

- \$18-\$30/hour depending on qualifications and experience

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. This job description does not constitute a contract for employment.*