

Job Description - Content Manager

Sickle Cell 101 (SC101) is expanding and looking for a fellow “Sickle Cell Nerd” (what we affectionately call our staff) to join our team.

Job Summary

The Content Manager is responsible for creating digital content images and text to be utilized across social media platforms.

This part time position will focus on:

- Creating images for social media posts
- Researching and writing content for various social media platforms
- Interacting and networking with the social media community through answering comments, liking and sharing posts
- Utilizing social media scheduling tools to plan and manage the release of planned content calendar posts

This position is part of the Program Management team and reports directly to the SC101 Leadership team.

Duties and Responsibilities

- Planning, and working ahead on upcoming months of content through the use of our social media calendar
- Researching and writing content captions
- Creating imagery from scratch using Figma (or other digital tools) in order to provide matching images to be paired with content
- Posting content by utilizing all formats of social media available (stories, reels, posts, tweets, etc.), in order to maximize engagement across platforms
- Interacting with social media followers, and triaging questions from followers, to other members of the SC101 team where appropriate

Skills

Strong written and verbal communication, social media content creation and management, strong research capabilities, ability to manage and execute multiple social media posts from start to finish, ability to self-organize, team player, experience with a variety of project management tools

About Sickle Cell 101

SC101 is a Silicon Valley-based non-profit organization that specializes in sickle cell education. Over the years SC101’s global and world-renowned platforms have become reliable sources of information trusted by patients, caregivers, healthcare providers, and other stakeholders. Our educational resources encompass information for sickle cell disease (SCD) and sickle cell trait (SCT). SC101 is the largest online global platform solely dedicated to sickle cell education. Our work is dedicated to providing evidence-based, patient friendly content to the sickle cell community and that is what sets us apart.

SC101 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive and open environment for all employees.