

# We're Hiring: Social Media Executive

**Organization:** Vidya Vikash Group of Institutions

**Location:** Sambalpur, Odisha (Jharsuguda)

## What You'll Do (Key Responsibilities):

- Manage and grow our official Facebook, Instagram pages.
- Plan & schedule engaging content (posts, reels, stories, and campaigns).
- Capture key school/college events through photography & videography.
- Do **basic editing** for photos and videos (Canva, Photoshop or similar tools).
- Create eye-catching graphics, posters, and digital creatives.
- Manage Facebook & Instagram PPC campaigns (ad creation, monitoring & reporting).
- Coordinate with academic & event teams to ensure timely content delivery.
- Stay updated with the latest social media trends to keep our content fresh.

## What We're Looking For (Eligibility):

- Bachelor's degree in Digital Marketing / Media / Any Relevant Field.
- **1 year of experience** in social media management (entry-level professionals welcome).
- Hands-on skills in Canva, Photoshop, or similar tools.
- Creative eye for design, storytelling, and branding.
- Strong communication skills in English & Hindi (Odia is a plus).
- Knowledge of paid ad campaigns (PPC) on social media platforms.

## How to Apply?

✉ Send your resume + portfolio (if any) to **career@vidyavikash.in**

☎ Or WhatsApp your resume to **91245 85451 | 80930 08864**

🌐 Apply Online: [www.vidyavikash.com/apply-now](http://www.vidyavikash.com/apply-now)