



Friendly Federal Credit Union • 2000 Main Street • Aliquippa, PA 15001

JOB DESCRIPTION

Job Title

–Teller/Internet and Social Media functions

Reports to:

- Manager/CEO

Principal duties

- Gain Friendly Federal Credit Union business knowledge and acquire the tools required to serve as a back-up teller for illness and vacation at both branches
 - Process all transactions in an accurate and timely manner
 - Verify all transactions for accuracy
 - Balance cash drawer daily
 - Full understanding and utilization of FFCU's computer business system
- Oversee all social media functions including website, Facebook and Twitter accounts
- Interface with CEO and Assistant Manager on vendor contact of all providers of web and internet related services
- Manage FFCU website, updating and maintaining as required to keep FFCU's presence current
- Address member questions/issues in a timely manner for Facebook and Twitter accounts
- Develop a member email base that can be utilized as a broad-based advertising tool
- Research all credit unions utilization of social media and work with the CEO to develop a strategic plan regarding social media for FFCU
- Assist CEO with all advertising/marketing needs (radio, newspaper, and billboard)
- Attend board meetings, as needed, to provide updates and suggestions
- Strive to stay abreast of all social media applications and changes
- Introduce new ideas for marketing FFCU to all members focusing on the needs of those less than 40 years of age
- Provide training, as required, to staff members on social media at FFCU

Requirements

- Ability to work a flexible schedule at 2 locations
- Strong inter-personal skills
- Problem solving skills
- Marketing and project planning ability
- Computer strength
 - All Microsoft applications: Excel, Word, Publisher, PowerPoint
 - Social media
 - Ability to learn industry-related computer applications
- Represent the credit union in a professional and courteous manner through appropriate dress and attitude

Education

- High school diploma

Experience

- 1-3 years of marketing/social media knowledge

Please email your resume to Cindy@friendlyfcu.net