



## Request for Proposals - Organizational Media Manager

1/20/2025

### Overview

MIIN is looking for an individual to assist with our organization's social and other media. This position would be responsible for overseeing/assisting the company's online presence across various platforms, creating engaging content while ensuring brand consistency. This position reports to the MIIN Director of Operations.

### Scope of Work

1. Work with MIIN personnel to understand preferred messaging, goals, history of the organization, etc.
2. Identify target audiences and key platforms to utilize.
3. Generate engaging and relevant content for various social media platforms including text posts, images, and videos.
4. Provide daily social media updates.
5. Manage and oversee social media content.
6. Provide media releases as needed:
  - a. Write and distribute official company announcements to the news media, including crafting compelling press releases, identifying relevant media contacts, and managing the dissemination of information to generate positive publicity for the organization.

### Requirements

1. Total cost of proposal (hourly rate)
2. Resume or CV demonstrating background in professional social media management
3. Proposals must be submitted to [binesikwe@miinojibwe.org](mailto:binesikwe@miinojibwe.org) by 2/7/2025

This request for Proposals is open to all qualified, responsive bidders. Questions regarding this project can be directed to Binesikwe Washington at [binesikwe@miinojibwe.org](mailto:binesikwe@miinojibwe.org) or 218-213-7188.