



**American Samoa Community College**  
Agriculture, Community, and Natural Resources Division  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** ACNR Media Specialist  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

Under the supervision of the ACNR Director, the Media Specialist provides communication and media production services to ACNR Research, Extension, and Instructional programs while adhering to ASCC media use policy.

**Responsibilities and Duties:**

*Administrative*

- Coordinate and manage the creation of ACNR media products
- Build and maintain digital photo and video library
- Oversee the use of various media equipment, including video, photo, and audio equipment
- Perform other duties as assigned

**Technical**

- Produce professional and high-quality video content (PSAs, TV shows, documentaries, podcasts, others)
- Photograph and film program activities, field work, and special events
- Design layouts for print and digital media (brochures, flyers, posters, presentations, etc.)
- Write, edit, and distribute press releases and captioned photos
- Manage and implement website development and social media platforms

**Minimum Qualifications:**

*Minimum:*

- Associate's degree in communications, journalism, media, public relations or related
- Five years of experience in direct field
- Proficient photographer and videographer, including video editing
- Skilled at social media marketing
- Experienced with Facebook, Instagram, X, Snapchat, YouTube
- Excellent interpersonal skills
- Excellent ability to work independently and collaboratively
- Strong writing skills in English
- Excellent organizational skills and ability to prioritize and manage multiple projects
- Intermediate or better knowledge of web publishing and SEO

*Preferred:*

- Bachelor's degree in communications, journalism, media, public relations or related
- Competent user of Adobe Creative Cloud and Canva
- Fluent in spoken and written Samoan

- Understanding of Americans with Disabilities Act requirements for digital content
- Graphic design and desktop publishing skills

**Salary:** GS-12/02-06: \$31,252.00 - \$35,412.00 per annum

**Application Deadline:** May 23<sup>rd</sup>, 2025 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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