



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:

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- 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

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-8606 (fax)

- 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 23rd, 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 or by emailing ascchumanresources@amsamoa.edu.

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