

# JOB PROFILE WORKSHEET

Complete this summary worksheet for a position or job function you would (realistically) like to have within the next five years.

**Name of targeted position/job function** Social Media Manager

**Type of organization(s):** PR Agencies, Beauty Brands, Freelance

## Skills necessary by successful people in targeted position:

Take initiative and risks	
manage and organize	
Manage time and multiple tasks	
Accept criticism and constructive feedback	
motivation	

## Qualities possessed by successful people in targeted position:

Social Media and Marketing Skills	strong communication skills
Content Creation and Editing	
Social Media Saviness	
Creative	
highly organized	

## A typical day/week in the life of a person in a targeted position:

Activity	% time spent
Content Shooting	15%
Content Editing	40%
Client Meetings	15%
Planning and Strategizing	30%