



**Our Manifesto**

WATER... Water Heals and purifies. It quenches our bodies and revives our spirit. We subscribe to the truth that WATER is divine and moves through us all. It is for this reason Sacred Waters Retreat holds space near Rivers, Lakes, Waterfalls & Oceans. We invoke the power of WATER to bring women together through emotion, ritual, and connection to the divine feminine. We are moved to provide compassionate, healing spaces where women can feel safe and nurtured, we offer sanctuary in nature, and encourage fun and exploration as we unite joyfully with our ancestry through sacred ritual. Some paths are best walked alone, and some are walked in profound harmony with others. We want to celebrate your journey to reclaim the SACRED that lies within you. Be moved!

**Our Mission Statement**

The Sacred Waters Retreat LLC. is a professional organization designed to hold space for women of color in safe places for ritual, healing & restoration. Sacred Waters Retreats LLC. allows participants to share and explore the ancient healing traditions of our foremothers as we remember, resurrect & honor their legacies. Our communities require that age old traditions be retained & practiced keeping our families healthy and balanced.

<b>Job Title:</b>	<b>Social Media &amp; PR Manager</b>	<b>Reports To:</b>	Angelique "Sobande" Greer Cliff "Akinrinola" Greer
<b>Department/Group:</b>	Support Staff	<b>Prerequisite:</b>	<p>The Social Media Manger is a highly motivated, creative individual with experience and passion for connecting with current and future customers. That passion comes through as she/he engages with customers daily with the goal of:</p> <ul style="list-style-type: none"> <li>• Turning likes into customers, customers into advocates, work trade personal, sponsors &amp; ambassadors</li> <li>• High School /GED or Higher Degree of Study</li> <li>• Self-taught or professionally trained in marketing, communications, social media, or integrated /related field</li> <li>• At least 2+ years of proven, trackable experience in the field</li> <li>• Strong familiarity with the business of applications of social media platforms</li> </ul>



**Attn: Sacred Spaces to Fill**

			(facebook, twitter, tick tock, Instagram, YouTube etc.)
<b>Location:</b>	<b>May 26-29<sup>th</sup>, 2022</b> Brandon Springs Group Center Land Between the Lakes Dover, TN (1:45 min from Nashville airport)	<b>Travel Required:</b>	This is a virtual position unless the person who receives the job would like to attend the event – please inquire about details
<b>Level/Salary Range:</b>	This is an internship   Work-exchange position. Applicants will receive full registration, lodging, access to all activities, workshops, and intensives.  In addition, this position could receive \$500 - \$1750.00 bonus at the end of the contract (pending reports, evaluation, and proven results).	<b>Position Type:</b>	Internship   Work Exchange <ul style="list-style-type: none"> <li>• 7 months</li> <li>• This position could become a paid 12-month contract if proven excellent work results</li> <li>• Any monies associated with this position will be filed &amp; considered <b>“Independent Contractor Status”</b></li> </ul>
<b>Point of Contact:</b>	Angelique “Sobande” Greer	<b>Date Posted:</b>	11/01/2021
<b>Will Train Applicant(s):</b>	Training is limited to required previous company information required for job. Applicant must zooted, booted and ready to rock and roll.	<b>Position Expires:</b>	60 days after event ends/ and all photos have been released to Sacred Waters Retreat
<b>Applications Accepted By:</b>			
ONLINE: <a href="https://forms.gle/5bRvyeb7CswTwCdM7">https://forms.gle/5bRvyeb7CswTwCdM7</a>		<a href="http://www.sacredwatersretreat.com">www.sacredwatersretreat.com</a> click on Tennessee	



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### Job Description

1. We are looking for a talented person who knows how to create and maintain a strong online presence for the NCB School of Herbalism & it's various programming that includes Sacred Waters Retreat LLC. Your role is to implement an online marketing strategy through social various social media accounts
2. Social Media Manager will work collectively, cohesively, and closely with the Founder & Sacred Waters Staff to execute a seamless event
3. Social Media Manager should be tech-savvy professional with a high interest in communication with clients through online channels. As a social media coordinator, you will develop original content and suggest creative ways to attract more customers to promote the NCB School of Herbalism and the Sacred Waters Brand. Ultimately, you should be able to increase web traffic and customer engagement metrics aligned with broader marketing strategies.
4. Social Media Manager should stay up to date on all social platforms to ensure maximum effectiveness
5. Social Media Manager will facilitate online conversations with customers and respond to queries
6. Social Media Manager will develop online reviews, polls, and feedback from potential clients
7. Social Media Manager will develop and submit an optimal posting schedule while finding new ways to attract prospective clients through promotions, competitions etc.
8. Social Media Manager will submit bi-weekly results, questions, and strategies to Sobande Greer
9. Social Media Manager will develop a working budget & social media platform strategy for this department at a reasonable cost, so that we can provide the necessary funds to push platform
10. Social Media Manager will work directly with the Sponsorship Coordinator, Exhibitor Coordinator, Public Relations Coordinator & the Event Director. Coordinator will be available for conference calls with Sacred Waters Staff & Founders
11. Social Media Manager must commit to (10-15) biweekly minimum to draft, implement, post to various social media platforms
12. Social Media Manager should be willing to research audience preferences and discover current trends for creating engaging text, images, and video content.
13. Social Media Manager should be willing to sustain readers curiosity and know how to create an effective buzz around the event using facebook, Instagram, Twitter and snapchat etc.
14. Social Media Manager must be willing to develop an online blog/monthly newsletter/ podcast (working with other team members in other departments will support the mission)
15. Social Media Manager will be the first line of communication for supporters, sponsors, inquiries, to ensure that the message and mission is being communicated effectively during the advertising campaign.
16. Must have excellent writing, proofreading & editing skills. Must have excellent time management skills without the need for micromanagement



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**COVID-19 considerations:**

All team members vaccinated or unvaccinated will be committed to practicing covid safe precautions leading up and during the event, i.e., regularly wearing masks in indoor spaces, washing hands, using sanitizer, and disinfecting commonly used surfaces.

**This position will be expected to:** Adhere to the standards, ethics and goals of the NCB School of Herbalism & Holistic Health as well as the Sacred Waters Team and its Affiliates. Additional job assignments/duties may be added or deleted from this description at any time.