

Social Media Administrator — Remote Part-Time

Description

SPRY has advertised a **Social Media Administrator — Remote Part-Time** opportunity. SPRY advertises optional occasional in-person work and required team meetings; geographic eligibility should be checked. The advertised pay is **\$22–\$26/hour**. This is a remote position associated with **United States — eligibility unconfirmed**; applicants should check employer location and work-authorization rules before applying.

Responsibilities

- Schedule and publish client social posts
- Create Canva graphics and CapCut videos
- Adapt copy for client brand voices
- Reply to community comments and messages
- Track monthly engagement results

Qualifications

- Clear writing and client communication
- Canva and social publishing skills
- Comfortable with analytics and digital organization
- Submit resume and cover letter explaining fit

Experience

Hands-on social media administration or related portfolio preferred

Skills

Social media, Canva, CapCut, analytics, community management, writing

Job Benefits

Flexible part-time schedule; laptop; tiered PTO; possible remote setup/connectivity support

How To Apply

Review the original listing and apply directly with the employer or job platform: [View application and eligibility details](#).

Hiring organization

SPRY

Employment Type

Part-time

Industry

Social Media Assistant

Job Location

Remote, United States — eligibility unconfirmed
Remote work possible

Working Hours

5–15 hours/week; weekday flexibility; Tuesday/Thursday team meetings

Base Salary

22

Date posted

October 15, 2026