

Social Media

This volunteer position involves:

- Write Scripts for social media posts, blogs, newsletters, and local media outlets
- Aid in developing social media plan
- Post key messages, promotions, event photos and update stories etc.
- Respond to queries via the social media network
- Prepare monthly reports
- Update/contribute to on site postings
- Review and update annually the social media policy
- Recommend improvements as new technical applications become available or change
- Work in with the web task force as both web and social media strategies plan together
- Communicate weekly with the Manager to stay informed of upcoming events/news

Time commitment:

Minimum 6 month commitment

Additional screening required:

- Interview
- Writing portfolio

Training:

Orientation provided

Qualifications/experience necessary:

- Excellent knowledge of Hootsuite software and its analysis / reporting tools
- Strong skills on web based programs as well as social media outlets
- Understanding of the Habitat for Humanity philosophy and the desire to promote it
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Ability to work as a team and to work independently
- Excellent creative and organizational skills with a focused attention to detail
- Comfortable making contacts via the social media market
- Excellent verbal and written communication skills and the ability to effectively communicate with HFHHM community, staff members and volunteers

Locations:

Burlington office

Additional questions regarding this position? Contact:

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