



## **Volunteer Opportunity**

**Title:** Social Media Assistant

**Reports To:** Communications Coordinator

**Location:** Remote

**Term Length:** Minimum 6 months (with potential for extension)

**Type:** Volunteer / Unpaid Internship

### **Join Our Team as a Social Media Assistant!**

Are you passionate about social media, storytelling, and making a real impact? Do you thrive in a creative, fast-paced environment where every post, story, and comment helps connect and inspire people? If so, we want YOU to be part of our team!

As our **Social Media Assistant**, you'll work closely with the Communications Coordinator to bring our organization's message to life across multiple platforms. You'll play a key role in crafting engaging content, growing our online community, and driving meaningful interactions.

#### **What You'll Do:**

- Create, schedule, and publish engaging social media content (posts, stories, reels) on platforms like Instagram, Facebook, Twitter, and LinkedIn.
- Monitor social channels, track trends, and identify opportunities to boost

engagement.

- ✓ Respond to comments, messages, and inquiries with professionalism and a human touch.
- ✓ Analyze social media performance and provide insights to improve content strategy.
- ✓ Collaborate on innovative campaigns that align with our mission and goals.
- ✓ Stay ahead of the latest social media trends, tools, and best practices.

### **What We're Looking For:**

- ♦ A creative and detail-oriented individual with a passion for social media.
- ♦ Currently pursuing or recently completed a degree in Communications, Marketing, Journalism, or a related field (or equivalent experience).
- ♦ Fluent in English (Spanish is a huge plus!).
- ♦ Strong understanding of major social media platforms and their audiences.
- ♦ Familiarity with social media management tools like Hootsuite or Buffer.
- ♦ Basic graphic design skills (Canva, Adobe Spark) are a plus.
- ♦ Excellent written and verbal communication skills.
- ♦ Ability to work independently while also being a great team player.





### **Bonus Points If You Have:**

- ✓ Experience managing social media accounts for organizations, brands, or personal projects.
- ✓ Skills in content creation—writing, photography, video editing, and beyond.
- ✓ A knack for growing and engaging an online audience.

### **Your Commitment:**

We're looking for someone who can dedicate at least 8 **hours per week**, ideally during standard working hours (Monday–Friday, 9 AM–5 PM). This role is **fully remote**, so you'll need your own laptop and a reliable internet connection.

### **Why Join Us?**

-  Gain hands-on experience in social media marketing.
-  Be part of a mission-driven organization making a difference.
-  Build your portfolio and grow your digital marketing skills.
-  Work in a supportive and collaborative team environment.

### **How to Apply:**

If you're excited about this opportunity, we'd love to hear from you! Please complete the volunteer application form on our website.

05.02.2025