



Social Media Manager Volunteer Position Description

Purpose:	The Social Media Manager at The Winford Centre for Children and Women will manage and maintain all the organisation's social media handles and positively engage with relevant stakeholders.
Job Title:	Social Media Manager
Location:	The Social Media Manager will work online.
Key Responsibilities:	<p>The Social Media Manager:</p> <ul style="list-style-type: none"> (1) Manage the social media platforms of the organization (Instagram, Facebook, Twitter and any other platform) (2) Respond to messages and engage followers and others who reach out to the organization on social media. (3) Develop social media calendar and content for approval 4) Schedule weekly post 5) Actively engage other non-profit organizations, identify potential sponsors and develop engagement strategy 6) Promotes the causes of the organization online and offline. This includes sharing awareness information on social media as well as on the organization's blog pages. (7) Works with Programs Director on any other task as may be deemed necessary.



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Reports to:	Project Coordinator
Length of Appointment:	Untenured. 3 months minimum period required.
Time Commitment:	Unlimited. Subject to the organization's social media activities but expected to be daily.
Qualifications:	<p>Social media savvy ; Ability to write in clear and concise language devoid of mistakes;</p> <p>An experience in active social media engagement and knowledge of developmental disabilities will be helpful.</p>
Support Provided:	<p>A one hour orientation on new projects and initiatives prior to commencement.</p> <p>The Programs Director is available on an ongoing basis to answer questions and provide other assistance as needed.</p>
Development Opportunities:	<p>Participation in training programs sponsored by The Winford Centre for Children and Women.</p> <p>Mention on organization's page as a volunteer member of the team following six months of continuous service.</p> <p>Career plan map.</p>



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	Provision of reference to employers following 3 months of continuous service.
Benefits :	Discretionary reimbursement of relevant expenses subject to availability of funds.