



IN YOUR CORNER®

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Social Media Specialist

Purpose:

Join the Development team and help generate and post creative and engaging content for the Agency's social media channels. We have a presence on Facebook, Instagram, Twitter, and LinkedIn.

Agency contacts:

Volunteer Services volunteer@camarin.org

Responsibilities and duties:

- Prepare written/visual content to promote our program areas and services
- Edit and proofread drafted content for Agency's four social media channels
- Prepare a written calendar and schedule for social media posts
- Provide support and submit work to appropriate contacts within the Development team for review
- Adhere to Agency privacy and confidentiality standards, and code of ethics
- Communicates with individuals in a respectful manner and responsive approach to differing beliefs and practices, sexual orientations, disability statuses, gender identities, ages, cultural preferences, linguistic needs, and other state and federal protected statuses

Time commitment:

- 5- 10 hours a week

Required skills and qualifications:

Skills

- Organized and detail-oriented
- Verbal and written communication skills
- Critical and analytical thinking
- Creative and innovative within a professional, collaborative environment
- Working knowledge of Microsoft Office
- Adept at using Canva or other design programs
- Familiar with using social media content calendar and Hootsuite for post scheduling

Qualifications

- 18+ years of age
- Proficiency in English required; proficiency in Spanish preferred
- Creative writing and graphic design experience desired
- Adapts well to a dynamic, rapidly changing environment and works effectively within a team

Benefits to volunteer:

- Volunteer for Marin County's largest non-profit social services provider
- Make a tangible impact within the community
- Fun, inclusive, and engaging work-environment

Location:

- Virtual opportunity