

Social Media Volunteer

Supervisor – Communications and Development Director



Mission:

We empower people struggling in poverty to reach economic stability.

Social Media Volunteer Position Summary:

The Social Media Volunteer will assist in the creation of content for Community Action's social media channels, including Facebook, Instagram, and YouTube. Specific content created may include Facebook and Instagram stories, videos, and/or posts (with accompanying graphics). At times, it may also be necessary to capture photos/videos and serve as a professional spokesperson for the agency to support this content creation.

Duties and responsibilities:

- Utilize existing media (e.g. photos and videos) to create compelling, engaging, and visually interesting social media content meant to promote programs and services, recruit employees and volunteers, inspire support of the agency's work, increase followers, and build the agency's brand image
- Capture new media (e.g. photos and videos) to support content creation
- Work collaboratively with the agency's Communications, Development, and Community Engagement team
- Utilize Canva, Photoshop, or other graphic design apps/software to create visually appealing posts
- Utilize iMovie or other video editing software/apps to edit video

This position is for you if you:

- Possess creative abilities and have a have an eye for graphic design
- Have experience using social media platforms, especially Facebook and Instagram
- Are an outside-the-box thinker
- Have ability to work collaboratively as part of a team
- Are reliable and have ability to meet deadlines on time
- Are good at connecting with people
- Have experience using Canva, Photoshop, or similar graphic content creation software

Other requirements/information:

This is a ***virtual*** volunteer experience! You will be able to make your own hours, including evenings and weekends, but should have availability to check in with Community Action staff, whether via phone call or videoconferencing, periodically during work hours (Monday through Friday from 8:30 AM-5:00 PM).

Ready to get started?

We're so glad! Complete a background check form and application on our [website](#). If you have questions, or would like to learn more, contact Heather Loughman at (402) 875-9339 or hloughman@communityactionatwork.org.