



Volunteer Social Media Coordinator

Hours per week: 6

Reports into: Communications Manager, works alongside Communications Coordinator

Location: remote with weekly skype check ins

Duration: 6 months, cooling off period in October

The role:

Glitch is looking for a Social Media Coordinator to help us inform and galvanise our social media audiences. We're looking for someone with a creative approach and good grasp of all things social. You'll be working closely with our Communications Manager to represent our communications campaigns across Twitter, Instagram, Facebook and LinkedIn.

Responsibilities:

- Create, maintain and upkeep the social media calendar
- Create and maintain a monthly analytics dashboard tracking our progress across all channels
- Write and schedule all social media posts
- Source and create license-free, on brand images to use in our posts
- Spend time cultivating a conversation on our profiles and interacting with other users who comment on/interact with our posts or post topics relevant to Glitch and our audience
- Work with the Volunteer Communications Coordinator to ensure our social media campaigns are joined up with our website, email campaigns and more
- Help with ad-hoc communications projects as needed

Experience desired:

- In depth knowledge of all social media platforms but particularly Twitter, Instagram, Facebook and LinkedIn
- Understand how to create shortlinks
- Previous digital design experience or familiarity with photoshop or similar a plus
- Previous experience with Buffer a plus

How to Apply:

We will be considering applications on a rolling basis with the view to recruit and onboard someone as soon as possible. Please send your CV and a short statement of interest to info@fixtheglitch.org with "**Volunteer Social Media Coordinator**" in the subject.