



# Volunteer Position Description: Social Media Manager

**Application Deadline:** June 18th, 2017 at 11:59:59pm

**Time commitment:** 3-4 hours per week.

**Contract Timeline:** Orientation meetings will be arranged ad-hoc during the summer, formal work starts in September 2017 – June 2018.

**Context:** Student Voice Initiative is working to increase student voice within education systems across the country. In order to do this, we need to research and implement effective communications strategies and maintain an active social media presence. Members of the Communications Team are responsible for working with the Director of Communications in order to promote student voice and the work of SVI. SVI is looking for passionate and hard-working students to fill the positions of: Social Media Manager, Web Developer, and General Communications Team Member

## All applicants must:

- Have an interest in student engagement and student voice
- Be able to work independently with minimal supervision, yet communicate well with a team
- Be able to work towards, and consistently meet, deadlines
- Have access to a computer and the internet
- Have excellent communications and presentation skills
- Have an eye for detail
- Proficiency in French is an asset, but not a requirement

## Position Responsibilities:

The Social Media Manager will be in charge of the following:

- Update and manage SVI's social media accounts (Facebook, Twitter, Instagram) consistently with success stories, progress on projects, and connections with other organizations
- Oversee the SVI Blog and Newsletter
- Create engaging multimedia content
- Help to build on our social media strategy to maximize outreach

## Position Requirements:

The Social Media Manager must:

- Have solid understanding of the use of a range of social media platforms
- Have experience managing social media accounts and content
- Have strong writing and editing skills suitable for each platform
- Have experience building and executing a social media strategy to maximize outreach

**How to Apply:** Email a CV to [naima@studentvoicei.org](mailto:naima@studentvoicei.org) and fill out the following [form](#) by June 25th, 2017 at 11:59:59pm. Please provide documentation in PDF format. Cover letters are not a requirement.

For more info please contact [naima@studentvoicei.org](mailto:naima@studentvoicei.org).

The Student Voice Initiative team values the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourages women, Indigenous people, people of colour, people identifying as LGBTTTQI, members of ethnic minorities, immigrants and people with disabilities to apply. Please indicate if you consider yourself to be a member of one of these groups and would like to be considered as such for the purpose of this hiring process.