



OCEANS 2 EARTH VOLUNTEERS

## Position Description

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**Position:** Social Media Coordinator  
**Department/s:** Oceans2Earth Volunteers (O2EV)

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### Details

**Employment type:** Volunteer

**Location:** Remote

**Commences:** Immediate

**Remuneration/ Pay rate:** Volunteer

**Application closes:** Open

**Summary:** The Social Media Coordinator is responsible for managing the O2EV social media platforms and processes that are required for the organisation. This position would suit a University student or graduate looking for work experience or someone who enjoys social media and wants to manage this process.

**No of positions:** 1

### Essential Duties and Primary Job Purpose

- Development and upload of articles and posts centred around O2EV projects for social media platforms including Facebook, Twitter, Instagram and Blogs
- Project manage and implement social media campaigns centred around O2EV projects
- Develop and co-ordinate thought leading social media and digital strategies across new clients
- Seek out new business opportunities using social media
- Drive the knowledge and use of social media within the O2E team
- Strategically forge relationships in the social arena in line with company objectives
- Identify possible campaigns to augment the teams' social media strategic direction
- Strive to be at the forefront of the ever changing social media landscape

## Requirements

The ideal candidate will possess the following:

- In-depth knowledge of various social media platforms
- Knowledge of or experience developing and leading social media campaigns
- Knowledge of or hands on experience with building effective branded social media communities
- Solid understanding of engaging with potential clients, media and bloggers
- Ability to lead strategy but to also implement, manage and report on social initiatives centred around O2EV projects
- Aptitude to effectively impart O2EV's projects onto O2EV Social media platforms
- Organisational skills
- Ability to take initiative without direction
- Attention to detail
- Effective communication with a strong ability to communicate via email

## Benefits

- Opportunity to build your portfolio
- Gain valuable work Experience with a not for profit organisation
- Satisfaction from giving back to animal welfare
- Learn about conservation and animal welfare issues

## Time Commitment

Work in your own time with a minimum of 2-4 hours per week

## Application procedures

Email your CV to Tracy Leske at [volunteer@oceans2earth.org](mailto:volunteer@oceans2earth.org)

**NOTE:** This is a volunteer position.

**Committed candidates only need apply.**