

CHRISTIANBRIGADES

Position Description

Social Media Manager

Position Title	Social Media Manager
Location	Costa Mesa, Ca.
Mission & Values	<ul style="list-style-type: none"> • Christian Brigades is an interfaith organization providing sustainable healthcare development and educational structure to rural communities around the world. • Hope, Reach, Empower
Role Purpose	<ul style="list-style-type: none"> • Increase awareness of Christian Brigades thru various social media avenues. Customer service through social media avenues.
Key Responsibilities	<ul style="list-style-type: none"> • Create social media calendar & write posts • Work with graphic designer for campaign images • Assist with Donor and Volunteer Relations thru Social media platforms • Monitor and document the progress of social media promotions • Maintain and update databases, charts and other systems for tracking and reporting campaign information and activity. • Monitor Volunteer Social Media Engagement • Assist with video editing for social media • Write & Submit Press Releases • Maintain branding throughout • Generate innovative ideas
Relationships	<ul style="list-style-type: none"> • CB Management Director
Qualifications	<ul style="list-style-type: none"> • BA/BS or currently a working towards a degree in communications, marketing, public relations, business, English, or relevant field. • Strong Analytical Skills • Strong Communication skills for interview audiences • Strong Storytelling Skills & creative writing • Personal Laptop & access to Wifi • One year minimum of experience in marketing & creative writing • Excellent creative writing, communication, presentation and organizational skills • Great Customer Service • Demonstrated ability to work with other departments and across teams to effectively manage a project to completion • Fine attention to detail and digital files • Positive attitude
Training	<ul style="list-style-type: none"> • Google Drive & Google Apps • Final Cut Pro • Creating Surveys • Mass Communication Techniques

	<ul style="list-style-type: none"> • Paypal, Square • Volunteer Management Certificate Course • Nonprofit Marketing Campaigns
Reports to	<ul style="list-style-type: none"> • CB Management Director
Length of Performance	<ul style="list-style-type: none"> • 1 year commitment (renewable)
Time Commitment	<ul style="list-style-type: none"> • 15 hours per week (minimum) ; Preferably T-Th
Development Opportunities	<ul style="list-style-type: none"> • Chance to improve/gain knowledge: public speaking, data analysis, nonprofit marketing, nonprofit fundraising, global health, International relations, donor and volunteer relations, interpersonal relations.
Compensation	<ul style="list-style-type: none"> • CB Trips Covered (\$4,500 value) or \$200 stipend/ month.

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date