



VOLUNTEER POSITION

Social Media Coordinator

Reports to: Development & Operations Manager

Time Commitment:

This is a position that can primarily be done from the comfort of your own home. The time commitment varies, but the average is 5 hours a week. We are asking for at least a 6 month commitment of this position.

Duties:

- Manages Facebook account, including but not limited to:
 - 1-2 posts per day
 - Responds to messages
 - Add events as needed
 - Interact with comments (respond to and react to comments and posts)
 - Adds adoption photos to the yearly adoption album as photos are provided by the adoption/foster team
 - Works alongside Development & Operations Manager with scheduling fundraising posts
 - Updates Adoptable of the Month album
 - Utilizes Social Media Trello board to create requested content
- Posts long stay animals into related Facebook groups to market them
 - Responds to questions on these posts
- In charge of bringing Twitter account back to life and posting relevant content
- Future may include helping manage Thrift Store Facebook page or a overseeing a volunteer handling it

Qualifications:

- Must have a love for animals and a passion for making a difference!
- Experience with social media. History of building Facebook audiences is a plus.

Additional Information:

We have a lot of goals and plans for this year and we need a solid social media presence to make it happen. We are expecting our Social Media Coordinator to tend to all of these duties very diligently like any paid position. We are hoping that you can help us in achieving our goals and making a BIG difference in the lives of homeless pets!

If you are interested in this volunteer position, please email info@demisanimalrescue.com letting us know why you are interested and why you feel you would be a good fit.