

Social Media Volunteer

Organization:	Canadian Organization for Senior Artists and Performers
Date Needed:	As soon as possible
City:	Toronto
Location:	Ontario
Country:	Canada
Primary Category:	Social Media
Type of Position:	Volunteer from Home, work remotely

Description & Details

Purpose: The purpose of this position is to assist with the needs of COSAP's Social Media and Communications operations. The right person will be a creative self-starter, who is able to work within a team environment and is extremely detail oriented, with strong written and verbal communication skills. You will be working closely with the Managing Director and committee chairs to obtain information for posting on social media.

Responsibilities:

This will include, but not limited to:

Requirements:

- Updates to COSAP's Facebook accounts
- Set-up of Instagram and LinkedIn accounts and update them regularly
- Seek out new social media avenues and ways of connecting with senior audiences.
- Stay current on topics important to COSAP's work in order to share new information with our online community
- Obtain event photos and videos from the Directors and other volunteers to post on social media
- Help create content for COSAP's social media platforms.
- Assist in creating graphics for various campaigns and posts
- Maintain confidentiality and discretion at all times
- Demonstrate patience, kindness and friendliness to COSAP's community members, volunteers and staff
- Carry out tasks in a timely, efficient and accurate manner
- Perform other duties related to this role as assigned

Expectations:

- Intermediate level experience with social media best practices
- Some experienced in graphic design and relevant software (Publisher, Adobe Creative Suite) is an asset
- Excellent knowledge of all Social Media platforms and support/aggregate Software including Facebook, Twitter, Hootsuite etc.
- Great attention to detail
- Customer relations focused and personable

- Excellent communication skills
- Patient, positive attitude, hardworking, organized, reliable
- Ability to follow through on commitments with demonstrated responsibility
- Self-directed, enthusiastic, energetic
- Ability to take direction and work within provided protocol and framework

Time Commitment:

A regular commitment of a minimum 3 hours weekly.

Location

Working from home and able to communicate with Managing Director via email, also available to meet when needed using an online meeting platform

Benefits:

- Gain some valuable experience in the arts or further develop social media skills
- Valuable work experience and transferable skills in the social media, volunteer and art fields.
- Fill seniors' lives with joy whilst decreasing isolation.

Support

Some onboarding for this position will be provided. Also, the Managing Director will be available for questions and assistance.

About us:

Canadian Organization for Senior Artists and Performers (COSAP) is a non-profit, providing a wide variety of art programs to mature adults 50+ such as visual arts, literary arts, performing arts, culinary arts, Indigenous, Asian, Islamic and African arts classes in addition to yearly shows in both arts and performing arts. All staff, contract instructors and volunteers of COSAP are responsible for demonstrating support and commitment to the mandate and objectives of COSAP. Everyone is expected to work in the spirit of cooperation and to actively promote harmonious relations and support among all.

How to Apply / Contact

Please submit your interest with the subject line "Social Media Volunteer" to: e.way@cosap.ca or call 905-691-9933 to speak to Elisabete Way, Managing Director.