SOCIAL MEDIA AND COMMUNICATIONS CO-ORDINATOR

**Position Summary**

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| **Position:** | SOCIAL MEDIA AND COMMUNICATIONS CO-ORDINATOR |
| **Reports to:** | Chief Operating Officer |
| **Remuneration:** | This is a volunteer position. However reasonable expenses will be reimbursed. |
| **Hours:** | Average of 4 hours per week. |
| **Start date:**  | ASAP |
| **Term:** | Ongoing |
| **Location:** | Northern Suburbs |

**About I’m Still Learning**

**I’m Still Learning** empowers and builds self conﬁdence in people who have lost partners or live alone through practical learning and development life skill programs such as Basic Home and Car Maintenance courses.

**Purpose**

The role of the Social Media & Communications Co-Ordinator is to keep Social Media activities current to facilitate marketing and communications with the Community, Participants and Stakeholders.

**Responsibilities**

* Delivering communications and engagement plans and driving effective campaigns.
* Developing social media activities through Linked In, Twitter, Instagram, Facebook etc.
* Producing high quality communication materials.
* Liaise and communicate with Stakeholders including Local Government, Community Organisations, and the broader I’m Still Learning Community
* Communicate, consult and co-operate with other volunteers of I’m Still Learning.

**Personal Attributes**

* Highly developed communication skills.
* Ideally you will have demonstrated experience in social media and communications or will be currently studying in this area.
* Friendly with a good sense of humor.
* A person who can develop good relationships internally and externally.
* Good time management skills.
* Forward thinking and committed to meeting the overall goals of I’m Still Learning.
* Work collaboratively with other volunteers.

**What we offer**

We care and value our volunteers and acknowledge the contribution that each one of them makes to our success. You will have the opportunity to make a positive and lasting impact on the lives of participants who have potentially lost a life time partner.

We will be happy to support your future job opportunities with written references and acknowledgement of the work which you have completed.