



I'm Still Learning Incorporated

Ph: 0451 717 401

Email: info@imstilllearning.org

Web: www.imstilllearning.org

SOCIAL MEDIA ASSISTANT

Position Summary

Position:	SOCIAL MEDIA ASSISTANT
Reports to:	Manager
Remuneration:	This is a volunteer position. However reasonable expenses will be reimbursed.
Hours:	Average of 2 - 3 hours per week.
Start date:	ASAP
Term:	Ongoing
Location:	This role can be mostly performed remotely (working from home) however some attendance at I'm Still Learning events will be required, which are currently based in Melbourne's Northern suburbs

About I'm Still Learning

With our Partners and Volunteers, I'm Still Learning empowers and builds confidence through practical training programs for people who live alone, care for others in their homes or people who generally lack support. These programs include Basic Home Maintenance, Basic Car Maintenance and Cooking for One.

We are a registered not for profit and are governed by a Board.

Purpose

The Social Media Assistant's purpose is to:

- Grow the social media presence of I'm Still Learning.
- Assist with the delivery of media strategies, keep Social Media and the web activities current and communicate with the Community, Participants and Stakeholders through our social media channels.
- Support and grow the alumni community (past participants of I'm Still Learning courses) through the use of social media channels.

Responsibilities

- Assist in developing and driving a social media strategy to grow I'm Still Learning's on-line presence.
- Develop social media activities / posts through Linked In, Twitter, Instagram, Facebook, Blogs and YouTube etc – we expect several posts per week across our current channels
- Manage content creation from other creators (such as other volunteers, the Board, sponsors etc)
- Respond to enquiries that come through Social media channels



I'm Still Learning Incorporated

Ph: 0451 717 401

Email: info@imstilllearning.org

Web: www.imstilllearning.org

- Liaise and communicate with Stakeholders including I'm Still Learning Manager, Local Government, Community Organisations, and the broader I'm Still Learning Community – in the production of social media content
- Communicate, consult and co-operate with other volunteers of I'm Still Learning in the production of social media content.

Skills

This role would suit someone who:

- Has experience with social media content creation and posting across multiple channels, including Facebook, Instagram, LinkedIn, Twitter and YouTube
- Has excellent communications skills - written and verbal
- Is interested in a career in social media management or marketing
- Is proactive, self-directed and organised
- Has their own mobile phone, laptop and transport.

Personal Attributes

- A willingness to help others through volunteering your time, skills and experience
- 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 may have lost their confidence in performing basic life skills.

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

You will be supported in onboarding to the organisation and to the role.

We will provide reimbursement for agreed costs incurred.