



## **NON-PAID VOLUNTEER SOCIAL MEDIA COORDINATOR JOB DESCRIPTION**

**Release & Refresh Women's Empowerment Series, Inc. is a 501(c)(3) non-profit Public Charity dedicated to improving the Emotional and Spiritual Health and overall quality of life of Women, Girls and Families of Color through Holistic Programs, Services, Classes, Workshops, Seminars, Conferences, and Social Media. We are a volunteer organization looking for loyal, dedicated, and energetic volunteers who strongly support our mission. All volunteers & staff are "at-will."**

### **Responsibilities:**

Work closely with Public Relations/Social Media Coordinator, President and/or designee. To be a successful as a Social Media Coordinator with RRWES, you will:

- Have a Strong familiarity with the business applications of social media platforms
- Daily posts on RRWES social media platforms
- Monitor RRWES social media platforms to gather feedback for strategic marketing and program ideas.
- Familiarity with online marketing strategies and marketing channels
- An ability to describe product or services in a creative and information way
- Ability to deliver creative web content (text, image, and video)
- Solid understanding of different marketing techniques.
- Strong attention to detail and ability to manage many concurrent projects

### **Social Media Coordinator Basic Qualifications:**

- 2+ years' experience in digital marketing and social media
- BS in Marketing, New Media or relevant field preferred not required.
- Excellent written and communication skills.
- Excellent writing and editing skills.
- Excellent knowledge of MS Office.
- Knowledge of Adobe Creative Cloud is a plus.
- Solid time-management skills