

CHRISTIAN BRIGADES

Position Description Social Media Coordinator

Position Title: Social Media Coordinator		Location: Hybrid: virtual weekly & once a month in person with Director.
Length of Performance: 1 year commitment (minimum)		Time Commitment: 12hrs/week
Mission & Values	<ul style="list-style-type: none"> • Christian Brigades is an interfaith organization providing sustainable healthcare development and educational structure to rural communities around the world. • Hope, Reach, Empower 	
Role Purpose	<ul style="list-style-type: none"> • Increase awareness of Christian Brigades by developing and curating engaging content for social media platforms. 	
Key Responsibilities	<ul style="list-style-type: none"> • Develop and curate engaging content for social media • Manage Social Media Calendar • Work with graphic designer for campaign images • Assist with Donor and Volunteer Relations thru Social media platforms • Monitor and document the progress of social media analytics • Provide suggestions and direction to directors based on social media analytics • Maintain and update databases, charts and other systems for tracking and reporting campaign information and activity. • Monitor Volunteer Social Media Engagement • Write & Submit Press Releases • Maintain branding throughout • Generate innovative ideas 	
Relationships	<ul style="list-style-type: none"> • CB Development Director • Volunteer Relations Coordinator • Donor Relations • Volunteers • Business Partners 	
Qualifications	<p>Assets</p> <ul style="list-style-type: none"> • CA Driver's License, must have reliable transportation & laptop & access to wifi • Able to work in person with the director once a month. (Driving or Flying in) • Experience working with people from diverse backgrounds & ages • BA/BS or currently working towards a degree in communications, marketing, public relations, business, English, or relevant field. <p>Traits/Experiences</p> <ul style="list-style-type: none"> • One year minimum of experience in marketing & creative writing • Customer Service, prior leadership experiences • Organized, neat & detail oriented • Attention to detail, strong analytical skills • Excellent computer skills, including database management/researching • Positive attitude, motivated, ability to prioritize and meet deadlines. • Able to work with other departments and across teams <p>Communication:</p> <ul style="list-style-type: none"> • Fluent interpersonal skills with a variety of constituents • Strong verbal & public speaking skills • Bilingual: Fluent in both Spanish & English • Strong written communication ability 	

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	<ul style="list-style-type: none">• Ability to interview audiences• Storytelling & creative writing skills
Training	<ul style="list-style-type: none">• CB Programs, CB Database, Creating Database, Nonprofit Marketing Certificate, Nonprofit Management.
Reports to	<ul style="list-style-type: none">• CB Development Director
Development Opportunities	<ul style="list-style-type: none">• Chance to improve/gain knowledge: public speaking, data analysis, nonprofit marketing, nonprofit fundraising, international relations, donor and volunteer relations, interpersonal relations, professional development, ministry development.• Increase knowledge of global health issues• Opportunity to network with a diverse range of cultures.
Compensation	<ul style="list-style-type: none">• After 1 year year on Staff– CB Trips are covered (\$1,750 value/trip)

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date