

# **Black Foxes UK – Social Media Coordinator**

**Job Title:** Social Media Coordinator

**Location:** Remote

**Commitment:** 3 hours per week (Minimum 3 months)

## **Role Overview:**

As a **Social Media Coordinator**, you will be responsible for managing the organisation’s social media presence across multiple platforms, helping to grow and engage our online community. You will create and schedule content, develop strategies to enhance our online visibility, and promote campaigns and volunteer opportunities through social media channels. You will also collaborate with other teams to ensure that social media activities are aligned with broader organisational goals.

## **Key Responsibilities:**

- Create, schedule, and manage engaging content for social media platforms, including Instagram, Facebook, Twitter, and other relevant channels.
- Develop and implement social media strategies to boost online engagement, increase followers, and raise awareness of the organisation’s activities.
- Monitor social media trends, user engagement metrics, and analytics, integrating insights into content and strategy.
- Promote campaigns, events, and volunteer opportunities through social media, ensuring consistent messaging.
- Collaborate with internal teams, including Policy, Media, and Fundraising, to align social media efforts with ongoing projects and campaigns.
- Track and report on social media performance, suggesting improvements to enhance future efforts.

## **Required Skills and Qualifications:**

- Experience with major social media platforms and tools for content creation and scheduling.
- Strong written communication skills, with the ability to create engaging and on-brand content.
- Creative thinking and adaptability to leverage current social media trends and best practices.
- Excellent organisational skills and the ability to manage multiple social media accounts effectively.
- Ability to work independently and as part of a team, coordinating efforts with other departments.
- Proficiency in working remotely, with access to a reliable device and internet.

## **Eligibility:**

- Applicants must be 18 years of age or older.
- Previous experience in social media management, content creation, or digital marketing is preferred but not required.