



## VOLUNTEER POSITION DESCRIPTION

### Social Media Volunteer

**Overview of Organisation:** The Chase and Tyler Foundation (CTF) is an independent charitable organisation working to prevent deadly carbon monoxide poisoning throughout Australia. We deliver a national preventive health effort by working with stakeholders for an effective sustained investment in prevention and health promotion.

**Position Description:** To assist the Marketing and Executive Teams to grow the presence and influence of the Chase and Tyler Foundation on a national scale on all of our social networking sites whilst ensuring the content remains relevant, informative, inclusive and in line with the Chase and Tyler Foundation's values.

**Time Commitment:** The project is looking for someone that can give ~ 4 - 6 hours per week from October 2018 - late May 2019 (with a possible extension). There will be meetings approximately every fortnight (outside of business hours) in the St Kilda area which will require your attendance. We will also be running CO week in May 2019 and the lead up to and including this week will require a higher time commitment.

**Responsible to:** Executive Team

#### Key Responsibilities:

- Coordinate and manage the social media strategy with the Executive Team
- Ensure the Chase and Tyler Foundation's continued presence on social media
- Assist to develop, schedule and monitor content for our Facebook, Instagram and other social media channels
- Assist to manage engagement from our community (responding to comments etc.)
- Creating, editing and manipulation of digital graphics
- Monitor and record social media statistics
- Other duties as assigned

#### Skills:

- Appropriate qualification or working towards an appropriate qualification
- Excellent written and verbal communication skills
- Demonstrated experience working with Social Media
- Have a strong understanding of the current social media landscape, the trends and what people are interested in and how to engage them
- Intermediate to advanced computer skills with Microsoft Office and internet research
- Demonstrated accuracy and attention to detail
- Ability to work independently, show initiative and work cohesively within a virtual team
- Exhibits energy and enthusiasm and an interest in working in the non-profit sector
- Must have own computer or laptop and internet connection

**To apply:** Email resume (in PDF format) [volunteer@chaseandtyler.org.au](mailto:volunteer@chaseandtyler.org.au)