



Volunteer Job Description

Job Title: Social Media Volunteer

Job Availability: Flexible, remote work available.

Requested Time Commitment: Ideal candidates can volunteer on a consistent on-going basis, volunteer hours can take place remotely. Internship is available for college class credit. Internship candidates must be in their 3rd or 4th year of college.

Job Purpose

Volunteer is responsible for providing graphic design and creative support to Project Harmony's Social Media Specialist.

Essential Duties and Responsibilities

- Implement/schedule content across all channels (on average two posts per day per channel). Current social media channels include – Facebook, Twitter, LinkedIn, two Instagram channels (Project Harmony & Project Harmony Paws) and YouTube.

Work Experience

- Experience creating graphics and short videos for use online.
- Experience with Adobe Creative Suite (Premiere Pro) and Canva.

Required Knowledge and Skills

- Social media native and up to date with design trends.
- Ability to follow brand guidelines and implement them in designs.
- Excellent communication skills (written, verbal and active listening).
- High attention to detail and accuracy.
- Keen problem-solving and troubleshooting abilities.
- High level of creativity, initiative, and energy.
- Must be able to work independently as well as part of a team.
- Demonstrate a high level of professionalism, confidence, and ethical standards.
- Must respect and maintain confidentiality.

Other

- Portfolio of previous work must be provided.

The above statements are intended to describe the general nature and level of the work being performed by individuals assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.