

## Volunteer Job Description

Job Title:	Social Media Volunteer
Department:	Marketing and Communication
Location:	Virtual
Time Required:	10 - 15 hours/week

### Job Description

#### Position overview:

We are seeking an enthusiastic, passionate social media to join our Marketing and Communications team. As a Social media volunteer you will be working on developing and maintaining Asante Africa Foundation online presence through various social media channels: Facebook, Twitter, Google Plus, LinkedIn, Pinterest, YouTube, Flickr, Instagram and WordPress.

#### Duties and Responsibilities include, but not limited to:

- Actively updating and maintaining social media channels and calendar.
- Writing/summarizing blog stories.
- Creating and brainstorming content.
- Creating a plan to enhance online presence and identify opportunities for growth.
- Creating and brainstorming content to align with marketing campaigns.
- Monitoring interaction and responding/commenting to drive community engagement.
- Working with SEO team to optimize posts and monitor analytics.

#### Qualifications:

- Currently active on social media, follow or interest in learning latest trends.
- Excellent knowledge of various social media platforms listed above.
- Able to manage social media remotely and in a timely fashion.
- Excellent editing, proofreading and communication skills.
- Strong interpersonal skills and the ability to work independently and as member of a team.
- Detail oriented, team player and tech savvy.



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- Self-starter, organized and able to respond to and meet deadlines under a tight timeline
- Access to computer with internet connection.
- Photoshop and video editing skill a plus.

### ASANTE VOLUNTEER POSITION NOTES:

To be successful as a member of the Asante Africa Foundation team, you will also:

Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization

Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so

Have a very high level of personal and professional integrity and trustworthiness

Have a strong work ethic, take initiative, and require minimal direction

Work well independently as well as part of a team

Thrive in a fast-paced and fun environment

### Benefits:

Directly impact Asante Africa's efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa.

Be part of a highly-motivated nonprofit organization run entirely by volunteers.

Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization.

Have the opportunity to see your ideas and contributions implemented.

Build your resume and gain references for future employment opportunities.

### Compensation:

This is an unpaid, volunteer position.

The position is for a specific project with an expectation of 10 -15 hours of work per week.

Owner:	Soumya Radhakrishnan	Date:	April 20, 2018
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