



Unisphere Canada

Organization:	Unisphere Canada
Position Title:	Social Media Assistant (Volunteer)
Posting Date:	June 11, 2021
Closing Date:	Until filled

Duties & Responsibilities:

- Follow a result driven social media strategy
- Design social media posts, website banners, brochures, logos, annual reports, advertisements, and other communication materials.
- Develop and curate engaging content for social media platforms.
- Assist in the creation and editing of written, video, and photo content.
- Maintain unified brand voice across different social media channels, and website.
- Collaborate with the marketing team to create a social media calendar.
- Interact with users and respond to social media messages, inquiries, and comments and follow other organizations and engage with their social media platforms.
- Review analytics and create reports on key metrics.
- Assist in the development and management of social media marketing
- Build followers on Instagram, Facebook, Twitter, and LinkedIn

Requirements:

- Must have social media experience
- Bachelors or Diploma in Marketing, or Graphic Design, or Communications, or Business Administration or related degree
- Proficient in using Canva, Adobe Photoshop, or prominent design tools, and WordPress website creation software
- Experience in video and photo editing
- Experience in Hootsuite, and Later Social Media Management Systems are plus points.

Job Duration:

This position requires a minimum 3–6-month commitment for 1-2 days per week for an average of 8-10 hours per week, which can be completed virtually.

Benefits & Recognition:

This position provides valuable experience for Communications, Marketing, Social Media Management, and Non-Profit Management students; individuals with an interest in gaining experience in the non-profit sector or in community economic development, and anyone with a passion for working with low-income communities and supporting people. Volunteers are highly valued members of the Unisphere Canada team and contribute to making a significant difference in Unisphere Canada's ability to bring changes in the life of marginalized people in the community. Unisphere Canada will provide reference letters for all volunteers who successfully complete a placement.

How to Apply/Contact

Please send your resume and cover letter to Hayatullah Haleemi at ahmadzai@unispherecanada.org.