



HOMIES ORGANIZING THE MISSION TO EMPOWER YOUTH  
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## SOCIAL MEDIA COORDINATOR JOB DESCRIPTION

HOMEY is looking for a part-time social media coordinator to maintain the organization's online network. This could be arranged both as a volunteer gig or as an unpaid internship in coordination with the applicant's school. We require a minimum of 16 hours a month, with flexible schedule.

### RESPONSIBILITIES

- Develop innovative and creative media content across social media platforms
- Report to marketing director and collaborates with graphic designer and webmaster to ensure a cohesive social media identity
- Propose creative strategy in collaboration with marketing director
- Create and maintain relevant social media accounts
- Setup daily tasks and activity for all social media outlets
- Keep track of social media trends and competition
- Deliver monthly reports with statistics and results for each account

### NECESSARY QUALIFICATIONS

- Degree in and/or proven knowledge of New Media
- Understanding of the concept behind HOMEY's visual identity
- Able to make creative suggestions in the interest of the organization
- Excellent written communication skills with emphasis on proofreading and grammar excellence
- On time and prepared
- Passion for HOMEY's mission and understanding of our vision

