



Role description: Social Media Consultant

Type: Part time, Fixed term contract

Reports to: Membership Development Officer

Location: Home based

Main outputs of the role:

- Production of graphics, social media posts, short videos and other digital content to promote the organization, including fundraising, campaigns and advocacy work.
- There may also be the opportunity to assist with the production of news articles, marketing and campaign materials where capacity allows.

Personal specification:

Essential:

- Extensive experience in social media management (Facebook, Twitter, Instagram)
- Excellent communication skills
- Excellent writing skills and an excellent command of English.
- Excellent graphic design and video editing skills
- Good research, analytical and drafting skills.
- Well-organized, efficient and able to work independently.
- Excellent general IT skills (Google Drive, Google Sheets, Gmail, Wordpress etc.)
- A fair knowledge of other international NGOs and their role and scope.

Desired:

- Work or voluntary experience in an NGO or charity, especially if at the international level.
- Other languages (especially Arabic, Spanish, Russian, Hindi or French) would be an asset.
- Experience or knowledge of the following programs would be an asset:
 - Adobe Indesign, Adobe Illustrator or similar
 - Adobe Premiere or similar
 - CiViCRM or any other Customer Relationship Management software
- Activism in a local or national humanist organization
- Experience or knowledge of humanism, and the role of humanist organizations.
- Experience of organizing and supporting networks
- Excellent understanding of, and sympathy with, the philosophy and policies of Humanists International.