



I Turn Research into Empowerment and Knowledge

Social Media Coordinator

Committee:	Marketing
Location:	Virtual
Job Title:	Social Media Coordinator
Reports To:	Managing Editor/Marketing Lead

Type of position: <ul style="list-style-type: none"><input type="checkbox"/> Full-time<input type="checkbox"/> Part-time<input type="checkbox"/> Contractor<input type="checkbox"/> Intern<input checked="" type="checkbox"/> Volunteer	Hours_____ / week <ul style="list-style-type: none"><input type="checkbox"/> Exempt<input type="checkbox"/> Nonexempt<input checked="" type="checkbox"/> N/A
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General Description

Help increase the flow of traffic to social media platforms and website through effective and regular social media outreach.

Essential Duties

- Monitor relevant news in STEM for reposting to establish i-Trek as a dependable resource and keep followers up to date with i-Trek's activities.
- Strengthen and build new social media relationships for i-Trek.

Work Experience Requirements

- Knowledge of Twitter, Facebook and Instagram
- Basic computer literacy and some knowledge of word processing software and email
- Proficiency with Google Docs
- Ability to set priorities, multitask, manage time, meet deadlines and be willing to take initiative to ensure a project succeeds as necessary. An impeccable commitment to follow through and attention to detail is a must.

Education Requirements

None

Normal Working Hours and Conditions

- All volunteers are expected to attend monthly committee conference calls and complete and assigned tasks.
- Applicants are expected to have timely responses to email.
- Commitment will not exceed 10 hours per week.
- Volunteers must comply with i-Trek’s Volunteer Code of Conduct (provided shortly after initial interview to all perspective applicants).
- Hours outside of your usual schedule will be expected (some evenings and weekends will be necessary).
- All volunteers should be willing and able to work virtually.

Reviewed By:		Title:	
Approved By:		Title:	
Date Posted:			
Date Hired:			

Equal Opportunity Employer

i-Trek is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.