



COMMUNICATIONS TEAM LEAD/SOCIAL MEDIA SPECIALIST

VOLUNTEER POSITION DESCRIPTION

PURPOSE

The Communications Team Lead/Social Media Expert ensures effective communication of Boogie and its values; ensures Boogie is promoted through its website and social media; and assists the Boogie Society and Committee effectively use its Google Domain tools for promotion, internal organization and internal communication.

This position reports works closely with and reports to the Boogie Executive Director and the Boogie Committee and will have all the support required to be successful. Please note that all applicants must be 19 years of age and older.

TIME COMMITMENT

1-2 hours per week from June 1st, 2019 to September 30th, 2019. 1-4 hours per week from October 1st, 2019 to December 30th, 2019. 1-8 hours per week from December 30th, 2019 to March 30th, 2020. Significant contribution during April 2020.

LOCATION(S)

- Team meetings are at the Boogie the Bridge office (The Happyness Center downtown) or other locations as needed.
- Some work from home required.
- Meetings at various locations with other committee members as needed.

QUALIFICATIONS

The successful volunteer will be skilled at and/or have the following skills:

- Excellent written and oral communication skills.
- Significant comfort with social media. Prior promotion experience with social media helpful.
- Significant comfort in using and teaching others how to use Google Tools, including: Drive, Docs Sheets, Slides and Forms
- Knowledge and comfort in working with a variety of digital devices; computers using various operating systems, tablets, phones, cameras, sound systems and projectors.
- Website/WordPress management experience
- Some design experience helpful.
- Pleasant manner
- Patience
- The ability to problem-solve
- Dependable
- Team-player
- Respectful
- Time management

OTHER

- Dress Code: Boogie the Bridge attire (red clothing) for all scheduled meetings (a Boogie t-shirt will be provided).
- Criminal Record Check required (must be submitted with the application form).
- A confidential agreement must be signed (this will be provided upon successful application).
- A Boogie Handbook will be provided.