

## **Social Media Volunteer**

### **What tasks does a Social Media Volunteer do?**

1. Preparing and scheduling social media content.
2. Sourcing and designing graphics
3. Re-posting content from partners
4. Website – update (advice) content
5. Website – Test accessibility
6. Creating and filming short videos about Coventry Citizens Advice
7. Interviewing staff and volunteers to create content

### **What qualities and experience do we look for?**

- Passionate about helping people
- Excellent written communication skills – energetic, engaging, concise and to the point.
- Good at design – able to source and design graphics
- Working knowledge of Facebook, X, Office 365, particularly Microsoft Word and Outlook and a willingness to learn new systems as required.

### **Time commitment**

- The time commitment for this role is one day per week, or flexibly to be split into two half day Mon, Tues Wed or Thurs.