

**Position Title:** Social Media Guru

**Supervisor:** Janet Quiroga, Hotline Manager. Call at 425.252.6081 or email [janet@victimsupportservices.org](mailto:janet@victimsupportservices.org)

**How to Apply (Two options):** Contact Janet for more information on the Social Media Guru position and to receive a Victim Support Services application via email or visit our website at <https://victimsupportservices.org/volunteer/volunteer-opportunities/> to download the application.

**Applicant Type:** Adults, individuals, students (must be 18 years or older), those familiar with social media networking.

**Description:** Victim Support Services provides advocacy services to those hurt or harmed by crime in King, Snohomish, Island, Whatcom and Skagit counties. Our mission is to support victims of crime through advocacy, education and awareness. As a Social Media Guru, you will promote our services, community and fundraising events, blog posts, announcements and more through your own personal social media networks to connect more individuals to our organization.

Essential Position Functions:

- Update Facebook, Twitter and Instagram accounts
- Responds to posts or comments to bring value to users who would like to interact
- Shares updates, news and announcements in a timely manner using appropriate content
- Performs research to find articles, stories, resources, or other content that is relevant to our clients, donors and supporters
- Grows VSS online social networks by increasing interactions

**Location and Time Commitment:** Work remote on your own personal time. Time commitment is flexible and dependent upon posts and upcoming events, etc.

**Minimum Requirements:** Must submit an application, phone screening and/or in-person meeting, criminal background check, able to maintain strict confidentiality, must have access to computer, email, inter and phone. Must be comfortable using your personal social media platforms to promote Victim Support Services. Experience using key social media outlets (Facebook, Twitter, Instagram), strong writing and editing skills, with strong attention to detail. Ability to use online tools to engage members, outgoing, enthusiastic and creative.

**Volunteer Benefits:** Volunteers get to make an impact on the community and those who may be affected by crime. Volunteers get to connect with others in the community we serve via social media and other technology platforms. Additionally, volunteers get practical experience with networking, communication skills, branding and gain strong written and verbal communication skills.

**Community Needs Met:** Engage your personal network in order to increase agency services, announcements and events. Together we can bring more awareness to our community to make sure no victim is left behind.

**Position Description Agreement (for use upon volunteer or intern placement):**

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_