



SOCIAL MEDIA MODERATOR

CONTEXT

IofC International's primary social media presence is on Facebook and Twitter. We are looking for a social media enthusiast who can help us sustain and enhance this presence as well as expand it into other platforms.

You would have a keen understanding of the nuances of various social media platforms and will be able to customize messaging based on the strength and uniqueness of each of them. A creative individual who can come up ideas to engage audiences through social media interaction would be an asset.

PRIMARY TASKS AND RESPONSIBILITIES

- Monitor social media presence and provide periodic reports.
- Maintain social media presence through regular posting of updates.
- Develop following through targeted posts, social media campaigns, polls, and other methods of engagement.
- Answer to queries or forward to relevant person, arising from social media.

KEY QUALITIES, COMPETENCIES AND EXPERIENCE

- You must be passionate about IofC's mission and be comfortable with its spiritual and philosophical heritage and ethos.
- Experience in a similar role for another organization
- Excellent English language skills
- Marketing savvy.

APPLICATION

Are you interested? Send to volunteer@iofc.org:

- A short letter of motivation
- Your Curriculum Vitae (Word or PDF format).
- Two references (incl. names/contact details): one work-related and one personal.

Closing date for applications: 15 May, 2015.

Interviews will be held: end of May, 2015