Social Media Manager

(Volunteer)

The Renee C. Frink Society is a 501c3 organization seeking to remove barriers for cancer patients and to help make treatment for major medical conditions a little less taxing.

We are seeking a Social Media Manager in a volunteer position. This position should take less than part time hours.

Description

- Creates content to post on Facebook
- Drafts and creates basic graphics and images to post on Facebook and email
- Interacts and communicates with social network
- Drafts and schedules emails to mailing list

Skills

- Skilled with Microsoft Office products, including Outlook, Word, Excel
- Familiar with Mailchimp and Wordpress.Org (preferred)
- Excellent writing skills

This position is a volunteer position, with the potential to become part-time or contract. Hours will be part time or less per week. We're looking for someone who is seeking to build their resume in the Social Media world, and we will be happy to provide references and/or letters of recommendation to volunteers.