



Real Queens Fix Each Other's Crowns

Job Title: Social Media Coordinator

Organization: Real Queens Fix Each Others' Crowns

We are looking for a **Social Media Coordinator** for the [Real Queens Fix Each Others' Crowns](#). This volunteer role would be responsible for collaborating with other marketing and other departments to develop successful social media campaigns. Their duties include communicating with graphic designers, overseeing social media campaign schedules, and pulling KPI data to determine social media campaigns' success.

Our ideal candidate will have:

- Excellent multitasking skills
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills

Key responsibilities include:

- Assist team with implementing and managing our social media strategy
- Create and oversee social media content
- Measure the success of every social media campaign
- Keep up to date of the latest social media best practices and technologies
- Use social media marketing tools such as Hootsuite and Canva
- Provide constructive feedback
- Communicate with industry professionals and influencers via social media to create a strong network
- Meet with Manager and team on completing marketing goals and deadlines
- Follow volunteer guidelines and agreement

Expected time commitment: 5 hours/week. This includes checking your RQFEOC email at least three times a week to ensure that team members, potential volunteers, or donors are not waiting for communication.



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We ask that all leadership team members commit to one year of being on the team if possible, although less can be negotiated! Please be honest about your time commitments, while we realize it is difficult to forecast what you may be doing four or five months out, we ask potential leadership team members to try their best to upfront with any conflicts, either work or personal. Thank you for your understanding!