



Looking for: Social Media Manager

Synopsis

Social media plays a key part in Right Now's engagement with the greater community. Together with our Community Manager, the Social Media Manager will lead our presence on social media and is responsible for representing our brand's personality through Facebook, Twitter and/or Instagram as well as fostering a two-way conversation with our online community.

For all advertised positions, we strongly encourage people who are queer and/or trans and/or of any colour, religion, age, ability or gender to apply.

This role is a developmental one with plenty of guidance and mentoring provided along the way. We do ask that people who apply do so with a long-term view in mind and consider beforehand if they'll be able to commit the time and energy required.

Philosophy

Challenging, inclusive and contemporary.

Tasks:

- Regularly scheduling posts and moderating Facebook, Twitter and/or Instagram channels and responding to the few enquiries we receive
- Helping coordinate Right Now's paid social media campaigns and targeted social advertising
- Collaborating with the Community Manager to honour our social media strategy that underpins growth and proactively reviewing analytics insights.

Qualities:

- Familiarity and genuine interest in the type of work that Right Now creates
- Passion and curiosity about the various modes of social justice-themed storytelling that are taking place around Australia and the literary landscape
- A news junkie with a strong grasp of the human rights discourse in Australia
- Self-motivated with the ability to work autonomously with minimal supervision
- Previous experience managing social media platforms or the willingness to learn.

Nature of the role

Right Now is a volunteer-run organisation. All work undertaken for Right Now is on a volunteer basis, although we are occasionally able to pay commissioned writers when we receive grants to do so. We understand that this isn't ideal. What we can offer in lieu of financial remuneration is: mentoring and guidance, Melbourne-based face-to-face writing workshops and socialising opportunities with likeminded people.

There are no set hours for any position and volunteers are expected to work around their personal availability. As a guideline, the social media manager should aim to set aside 2–4 hours a week.

To apply, please send a one-page CV (only including information relevant to the position) and a brief cover letter addressing why you are best suited to the role to Stephen Cremean at info@rightnow.org.au by COB Friday 27 April 2018. If you have any questions about the role, please direct them to Stephen at the same email address.