



Volunteer – Social Media

Location

Canadian Bible Society, National Support Office in Toronto (or work virtually)

Description

The Canadian Bible Society (CBS) is looking for a Social Media Volunteer to post relevant messages and digital content on our social media channels. You will also help prepare monthly reports to measure the effectiveness of CBS' social media marketing efforts. This volunteer position reports to the Digital Communications Coordinator to help raise awareness of CBS' ministry and increase the number of followers and fans on each of the social media sites. If you are passionate about God's Word and enjoy working with social media, this is the position for you!

The Volunteer must meet critical deadlines and be willing to work a flexible schedule including weekends and evenings. Enthusiastic, self-motivated, collaborative, adaptable and must possess a strong sense of responsibility.

Responsibilities

- Create and post messages and digital content regarding CBS' programs, events, and activities on multiple social media channels
- Help prepare monthly progress reports to measure effectiveness of social media channels
- Stay abreast of CBS activities and events/issues related to the Bible and the Bible cause
- Research and propose new features that can improve user interface and increase traffic
- Attend and support CBS events as needed

Skills/Knowledge Required

- Familiarity with the Bible
- Strong knowledge and active use of social media (Facebook, Twitter, Instagram, YouTube)
- Experience with posting, developing and measuring social media insights and analytics
- Good online research skills
- Ability to work effectively with a diverse range of individuals and groups
- Effective communicator and trouble-shooter
- Ability to make decisions and follow through with minimal supervision
- Working knowledge in image editing tools (not required but would be an asset)

Work Environment

- Approximately 5-10 work hours a week
- Flexible hours
- Can work virtually

How to Apply

Please e-mail a cover letter and resume to humanresources@biblesociety.ca