**Nicola Valley Community Arts Council**

**Volunteer Position as Social Media Manager**

Are you interested in pursuing a career in any of the following fields:

* Arts Administration
* Business Administration
* Community Development
* Economic Development
* Event Planning
* Non-Profit Support and Administration
* Public Relations
* Tourism Management

If so, we have a volunteer position that will give you practical experience you can apply to any of these fields.  We are seeking a volunteer as Social Media Manager for 4 to 6  hours / week to:

* keep our website up-to-date, using the the Jimdo platform,
* call for content from Program Managers and Board Directors for the monthly newsletter
* compile and publish the online newsletter, using MailChimp,
* publish interim broadcasts on MailChimp,
* post to our Facebook Page, Twitter account and Instagram account.

The Person:

 We are looking for is a strong communicator with good editing and proofreading skills.  This person has experience working with an elected Board of Directors or is interested in learning about 'not-for-profit' organizations.  This person likes using social media and understands how to use it for keeping in touch with a membership base and other stakeholders.  This person also understands how to use social media to promote events.  This person likes to learn new things and to problem-solve when things just don't work.

If this describes you, we can help add some relevant experience to your resume.

Check out our website - [www.nicolavalleyartscouncil.com](http://www.nicolavalleyartscouncil.com) .

Send us an email stating your knowledge, skill, and experience with social media.  Describe your interests and aspirations.  Tell us why you are interested in assuming the role of Social Media Manager for the Nicola Valley Community Arts Council.

email: janebartle@gmail.com

 Treasurer and Communications Committee Member

 Nicola Valley Community Arts Council