



## Call for Volunteer

### Volunteer Social Media Content Poster

Are you looking for a simple yet impactful way to volunteer your time and skills? Join us as a Volunteer Social Media Content Poster and help us share our message with the world effortlessly!

#### Responsibilities:

- Log into various social media platforms using provided credentials.
- Post pre-made content on designated social media channels according to the provided schedule.
- Ensure accurate tagging, formatting, and scheduling of posts for optimal visibility and engagement.
- Monitor comments and messages, forwarding any inquiries or concerns to the appropriate team member.
- Maintain confidentiality and professionalism while representing IATEFL BESIG online.

#### Requirements:

- Basic understanding of social media platforms such as Facebook, Twitter, Instagram, and LinkedIn or willingness to learn
- Ability to follow instructions and execute tasks efficiently and in a timely manner
- Strong attention to detail to ensure accurate posting and scheduling
- Reliable internet connection
- Willingness to commit 1-2 hours each week to support our social media efforts

The successful candidate will be appointed for a three-year term but will not be part of the committee. They will therefore not have voting rights.