

Social Media Coordinator

- Create engaging and informative posts for our social media platforms, including Facebook, Nextdoor, and Instagram.
- Upload captivating photos and videos to accompany posts and showcase our organization's impact.
- Monitor and respond to messages, comments, and inquiries from our community members and supporters.
- Collaborate with our team to develop social media campaigns and promotions to raise awareness and drive engagement.
- Stay updated on social media trends and best practices to optimize our online presence.
- Attend occasional meetings or training sessions to align strategies and share insights with the ECHO team.

Desired qualifications: Strong communication skills and a passion for community service. Experience with social media platforms. Ability to create content, including text, images, and videos. Excellent organizational skills and attention to detail. Ability to work independently and collaborate effectively with a team. Flexibility to dedicate 3-5 hours per week to fulfill the responsibilities of the role.