

Volunteer Job Description**: Social Media Coordinator**

Birthday Dreams is a non-profit program dedicated to bringing joy to homeless children with the gift of a birthday party.

**Position Description**:

* Create and cultivate Birthday Dreams online presence on social media sites such as Facebook, Twitter, Instagram, Pinterest, Google Plus+, LinkedIn and Meet Up.
* Increase the overall exposure of Birthday Dreams through search engine optimization (SEO).
* Post and share ongoing or single event volunteer experiences online to solicit involvement and create awareness for Birthday Dreams.
* Be a spokesperson and advocate of Birthday Dreams and our programs.
* Attend Birthday Dreams Marketing Committee meetings.

**Skills Required:**

* Ability to attend various Birthday Dreams events.
* Ability to work at the Birthday Dreams office and effectively interact with staff, volunteers.
* High degree of organization with good attention to detail.
* Ability to create creative, effective online postings that will attract our target audience and increase involvement at our events.

**Qualifications**:

* Knowledge of social media and online promotional websites.
* Experience interacting positively within social media platforms.
* Experience in reacting to issues or concerns that could affect an organization’s image.

**Hours**:

* 10-15 hours a month.
* Flexible schedule.

**Benefits**:

* Use your knowledge of social media to support Birthday Dreams mission.

**Work Site Location**:

* Birthday Dreams office during business hours and on-site at Birthday Dreams events.
* Work remotely, online at a time that is convenient for you.

**How to Apply**:

* Go to [www.birthdaydreams.org](http://www.birthdaydreams.org) to learn more about the organization and its volunteer program or call: (425) 988-3954.
* Apply online or indicate an interest in the position by sending an email to: [volunteer@birthdaydreams.org](mailto:volunteer@birthdaydreams.org)

**Reports To**:

* Shannon Avery, Director of Operations.

**Additional Info**:

* Criminal background check is required.
* Signing a Confidentiality Agreement is required.