

# NATIVE FUTURE

Thank you for your interest in volunteering with Native Future. The life-blood of Native Future is our corps of volunteers doing what they love. Together, we are educating hundreds of indigenous students and helping our indigenous partners protect hundreds of thousands of acres of rainforest.

Since 2004, more than 30 volunteers have contributed to the Native Future mission. Some volunteers have been with us from the start running the organization and its programs. Others join us for short-term assignments helping move the baton ahead or taking it across the finish line. We believe many hands make for a light load. Here's one way you can help us meet our mission and contribute to a sustainable future for our indigenous partners.

## **Position: Social Media Specialist**

Position type: medium-term (renewable 1 year commitment)

Do you have experience getting messages out on social media platforms like Facebook, Instagram or LinkedIn? Transforming news into social media posts? Attracting a social media following? We need you!

The Social Media Specialist's primary responsibility is to create regular effective and visually pleasing social media messages that meet Native Future's communications goals and objectives.

## **Scope of work**

The Social Media Specialist will work closely with the Communications Coordinator and program staff to generate content for Native Future's social media accounts.

## **Tasks**

The Social Media Specialist is asked to help Native Future in the following ways:

- Review existing documents and media about Native Future mission, goals, strategies and programs to familiarize yourself with our organization.
- Periodically meet with the Communications Coordinator and Communications Team to review the organization's social media channels and needs, and develop a work plan.
- Design and publish regular social media messages.
- Collaborate with other team members to complete a project.
- Help Communications Coordinator assess effectiveness of social media channels and improvements to make.

## **Products**

The Social Media Specialist would be asked to product the following products:

- Weekly Facebook posts

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- Regular media to at least one other social media channel.

## Additional considerations:

- We're a remote team, dispersed around the country and the world. You'll need to be comfortable working independently and remotely by online platforms (e.g. Skype) and telephone.
- You'll be a member of a team of committed volunteers who work within the time commitments they can give; patience - and follow-up - is a virtue!
- Do you read/write Spanish? It's not a requirement; please let us know if you do!

## **Estimated Time Commitment – 4 - 5 hours per month.**

## Illustrative activities

Start- up (month 1): 3 hours

- Review Native Future media, materials and plan. – 2 hours.
- Introductory meeting with Executive Director, Communications Coordinator and Communications Team – 1 hour.

Regular social media production (quarterly): 13 hours

- Quarterly meetings with communications team – 1 hour
- Social media production – 12 hours (4 hours/month)

Native Future's Communications Coordinator will work with you on a work plan and timeframe that will best meet your availability and interests.

Want to help? We'd like to meet you! Send us an email and your resume to [native.future.contact@gmail.com](mailto:native.future.contact@gmail.com). (Position open until filled.) Thank you!