

Job Title: Social Media Coordinator

Compensation: \$150 plus additional compensation for special projects

Reports to: AFM Local 375-703 Executive Board, President

Overview:

The Social Media Coordinator will support AFM Local 375-703's communication and outreach efforts by managing and growing our online presence. This role is responsible for creating engaging content that highlights our members, updates our digital platforms, and ensures members have easy access to information and resources.

Responsibilities:

- Social Media Management
  - Create and schedule regular posts on Facebook, highlighting members, promoting general membership meetings, union activities, and relevant updates.
  - Establish and maintain the union's Instagram account, ensuring it reflects the union's values and activities.
  - Monitor comments and messages, serving as a point of contact for members through social platforms.
- Website Maintenance
  - Update the union's website with current events, announcements, and resources.
  - Develop and maintain a dedicated "Member Information" section with helpful tools, documents, and updates.
- Member Engagement
  - Collaborate with union leadership to promote events, initiatives, and campaigns.
  - Highlight union member achievements and contributions to strengthen community visibility.
  - Ensure all digital communication aligns with the union's mission and values.
- Other Duties as Assigned
  - Support additional communication needs as determined by the union's executive board.

Qualifications

- Familiarity with Facebook, Instagram, and wordpress
- Strong communication and writing skills.
- Ability to work independently and meet deadlines.
- Interest in supporting union values and member engagement.

Commitment:

This is a part-time, stipend-supported position requiring approximately 5–8 hours per month.