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<b>Role</b>	Social Media Coordinator
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<b>Reports to</b>	VP, Social Media
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## Description

Are you tech-savvy and passionate about Social Media? This is an opportunity for you to demonstrate your creativity and to help promote the Project Management profession.

The Social Media Coordinator is a key role within the PMI-CTT Chapter's digital marketing team to create and maintain a strong online presence for our Chapter. The Social Media Coordinator reports to the VP of Social Media, and works in collaboration with the Content Managers and the Chapter's leadership team to manage social media marketing campaigns while adhering to the Chapter's social media playbook and Social Media Governance Policy as well as day-to-day activities including:

- Supporting the creation and development of an optimal Social Media schedule
  - Overseeing assigned social media accounts
  - Publishing posts on assigned social media channels, such as LinkedIn, Twitter, Facebook, and others
  - Responding to member questions and moderating all activity on assigned social media sites
  - Monitoring use of assigned media sites and reporting on statistics or trends
  - Escalating any areas of concern to the VP of Social Media and Communication teams
  - Coordinating Chapter social media related campaigns and programs
  - Work with Content Managers, monitor, listen and respond to social actions and improve the effectiveness of social media
  - Stay up-to-date with changes in all social platforms ensuring maximum effectiveness
  - Represent PMI-CTT in a professional manner at all times and protect PMI-CTT brand
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**Skills and Experience**

- Strong written communication skills
  - Passionate about Social Media and willing to use multiple platforms
  - Experience in text, image and video editing
  - Strong organizational and planning skills
  - Good interpersonal skills and customer service skills
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**Time Commitment**

- The volunteer commitment is for a 1-year period
  - 10-15 hours per month
  - Able to respond to emails and Social Media Actions normally within a day
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**Requirements**

- Interview will be arranged with interested volunteers
  - Passionate about Social Media and Marketing
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**Benefits**

- Gain/enhance Social Media and marketing management skills
  - Extensive networking opportunities with Project/Program/Portfolio Management professionals
  - Maintain PMI credentials by earning PDUs
  - Communication and facilitation experience gained
  - Lead to other leadership roles within the PMI-CTT Chapter
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