



Social Media Assistant

Reports to: Director of Community Engagement

Department: Community Engagement

Group: Communications Team

Description of role: Social Media Assistants contribute time as digital content creators, editors, and/or designers with the goal of advancing the mission of Safe Passage through effective communication with our communities. Volunteers in this role work within a team to craft effective social media strategies and ensure that messaging aligns with organizational goals.

Primary Responsibilities:

- Generate written or visual content for social media and development around community education, prevention, Safe Passage services, volunteer opportunities, recruitment for community programs, and relevant current events.
- Provide support in editing written content or visual materials for Safe Passage social media.
- Assist in the maintenance of Safe Passage social media channels, including scheduling, posting, and interacting with community members.
- Contribute to marketing and messaging efforts and collaborate on communications strategies to further organizational goals.
- Serve as a community ambassador to promote and uplift Safe Passage programs and services, increase brand reputation, and help to facilitate community connections.

Secondary Responsibilities:

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Director of Community Engagement.
- Log training and/or volunteer hours weekly in the volunteer database.
- Attend regular Communications Team meetings.

Skills/qualifications Needed:

- Familiarity with common social media platforms
- Strong communication skills
- Ability to work collaboratively with others and independently
- Experience with Zoom and Google Suite

Beneficial skills

- Canva or similar platform
- Hootsuite

Training:

- Safe Passage Ambassador Volunteer training (8-15 hrs)

Time commitment

Social Media Assistants contribute time on a task/project-based schedule, with an ideal commitment of at least 5 hours a month. Deadlines are set per the mutual agreement of the volunteer and the Director of Community Engagement and may be subject to change. This role can be completed remotely.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission: Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Learn more at www.safepass.org.