

# **Indivisible Bellingham Job Description**

## **Social Media Coordinator**

**Duties: Maintain & expand our digital presence**

**Background:** This role is ideal for someone who enjoys storytelling, community engagement, and advocacy.

Manager(s) would need full admin. access (login credentials) to existing and future Indivisible Bellingham social media sites.

**Action:**

- Develop and schedule engaging content for Indivisible Bellingham's social media channels (e.g., Instagram, Facebook, Bluesky, Threads, and TikTok, Substack, YouTube.)
- Use actions from Monday Newsletter and [Take Action Network](#) to create and curate graphics, videos, and written content that amplify our mission.
- Feed additional action ideas from social media member interactions to IB Call to Action, Events, and Issues teams
- Engage with our online community by responding to comments, messages, and mentions.
- Track analytics and help develop strategies to improve engagement and reach.
- Collaborate with team members to promote events, fundraisers, and volunteer opportunities.

**Ideal Qualifications:**

- Experience in managing social media for organizations, businesses, or personal projects.
- Strong writing and effective communication skills.
- Familiarity with Canva, Adobe Suite, or other content creation tools is preferred but not required.

**Estimated Time Commitment: 10 to 20 hours per month**

Job will likely be split between multiple people