JOB DESCRIPTION – VOLUNTEER POSITION

Position: Communication and Social Media Assistant  
Supervisor: Communications Lead  
Location: Remote

Mission 89  
Mission 89 is a research, education, and advocacy organisation that fights the exploitation of young athletes through social and economic transformation.

Organization website: www.mission89.org

Position Summary  
The Communication and Social Media Assistant will contribute to the development and implementation of Mission 89’s social media strategy and will support the organization's overall communications goals.

Primary Responsibilities  
- Manage and execute assigned communications and social media tasks  
- Create and implement communications campaigns and schedule social media posts  
- Use analytics to measure success of posts and campaigns  
- Assist in executing communications projects and campaigns  
- Draft and edit communication copy

Skills and Experience Required for the Role  
- Experience in social media management and general communications work  
- Strong copywriting skills  
- Knowledge of and thorough understanding of social media platforms and tools, specifically Facebook, Instagram, Twitter, YouTube, and LinkedIn.  
- Proficient in MS Office; familiarity with design software (e.g. Photoshop) is a plus  
- Good knowledge and understanding of human rights, human trafficking, and/or international sport preferred  
- Experience of working autonomously and exercising judgement  
- Excellent analytical, organisational, written and verbal communication skills  
- Eager to learn  
- Ability to work independently and as part of a team  
- Working proficiency in English required; proficiency in French desired

Eligibility  
- This position is open to Bachelor’s degree holders  
- Available to work 15 hours per week (according to workload).  
- Open to candidates from any location as work will be conducted remotely.  
- This is a part-time unpaid volunteer position.

To Apply  
Please send your CV and cover letter to Kevin Merkelz at kevin.merkelz@mission89.org. The deadline for applications is 10 June 2020.