Social Media Coordinator Volunteer Role

# About The Victoria Genealogical Society (VGS):

The Victoria Genealogical Society (VGS) is a not-for-profit organization dedicated to promoting the study of genealogy and the preservation of family history. We deliver events for our members and guests.

# Position Overview:

Are you a tech-savvy high school senior looking for an exciting volunteer opportunity? Join the VGS team as a Social Media Coordinator Intern. Dive into the digital world, enhance your social media skills, and prepare to stand out in your future endeavors.

# Key Responsibilities:

**Platform Management:** Update, maintain, and post provided content on VGS's social media platforms.

**Audience Engagement:** Respond to comments, messages, and engage with our online community to help promote VGS events and nurture our online community.

**Collaboration:** Work closely with the events director and other team members to promote VGS events and initiatives using prepared materials.

**Content Assistance:** Enhance the content provided by our team with a fresh perspective. Note: No expertise in content creation is expected, although some content creation skills would be a bonus.

**Reporting:** Provide updates on how our social media is performing and how engaged our audience is.

# Your Qualifications Include:

* Enrolled in Grade 12 for the upcoming academic year.
* Active on social platforms like Facebook, Instagram, Twitter, and LinkedIn? We'd love that!
* A knack for expressing yourself, both in writing and speech.
* The ability to fly solo or work in tandem with a team.
* A curiosity about genealogy? Not mandatory but definitely a plus!

# What You’ll Get From This Experience:

* Gain practical experience in social media management.
* Develop skills in digital communication and community engagement.
* Contribute to the preservation and promotion of genealogy and family heritage.
* Mentorship from VGS professionals.
* Credit towards your volunteer hours (subject to school approval).

# How to Apply:

Please send your resume, a cover letter detailing your interest in the position, and any relevant social media or content samples to events@Victoriags.net by September 18, 2023. Use the subject line "Social Media Coordinator Internship Application - [Your Name]".

The Victoria Genealogical Society (VGS) is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.