

Title: Digital Media Assistant

Description: We are in need of someone to help with establishing and growing a competitive digital media communications system. This position will be responsible for translating the events and information from within our organization to our online platforms, which can include Facebook, Twitter, MeetUp, etc., but the initial focus will be Twitter. The candidate should be comfortable with these forms of digital media and be willing to research ways to keep the organization up to date. The volunteer will work closely with the digital media core leader to organize and publish information on our online platforms. The volunteer will be using the HootSuite tool in order to accomplish their tasks.

This position will be focused around our Fair Trade Pavilion at the EPIC Sustainable Living Expo.

Tasks:

- Create 3 tweets per day scheduled weekly by the start of each week, to be reviewed by the lead
- Relate these tweets back to our Facebook page and blog
- Prepare documentation for each process to be kept on file at the organization

Benefits: Gain valuable experience in a well-established, growing organization. Learn about Fair Trade and work with individuals who have experience locally, nationally, and internationally. Network and be exposed to other opportunities within the international development community. Gain experience in digital media - the new wave of communication through technology.

Commitment: We are looking for a minimum of 5 months (until the end of EPIC on May 13th) dedicated to helping establish and grow a competitive digital media communications system. The volunteer will meet with their lead once a week for the first four weeks for training most likely with the rest of the EPIC team. This means at a minimum 2 hours a week. Other than that work can be done from wherever the volunteer finds convenient. Beyond the 5-month time period Fair Trade Vancouver hopes that the individual will stay involved and continue to work and develop their skills while assisting the organization.

Location: The Fair Trade Vancouver office will be used for meetings with the EPIC Team and is available for any other meetings with the position lead.

Skills Required:

- Candidate must have experience using a twitter account.
- Previous digital media work or volunteer experience, specifically with twitter, is an asset. However, as long as the candidate is willing to do the research, we are happy to take on one with less experience but a passion to grow.
- Strong writing skills are an asset
- Candidate must be willing to learn about Fair Trade and/or have a passion for it.