



## Climbers of Color Social Media Coordinator Roles & Responsibilities

**Title:** Social Media Coordinator

### **Responsibilities:**

- Maintains social media platforms of CoC: Instagram and Facebook
- Answers questions on social media platforms as time allows. Any questions that cannot be answered to be screenshotted and emailed to the respective person who may be able to answer the question.
- Post posts/stories in a timely manner in line with timeline of requests
- Repost tagged images in stories once per week
- Work with various volunteers to post content scholarship opportunities, climb nights, public announcements, courses, etc)
- Once a year by the end of January post introductions of staff (collect name, pronouns, job, photos, and any other applicable info from each volunteer)

### **Requirements:**

- Familiarity with Climbers of Color mission, organizational history and current programming
- Attendance of all required CoC educational or strategic meetings
- Familiar with DEIJ rhetoric/initiatives outside of their presenting demographic

### **Oversight:**

The Social Media Coordinator reports directly to the Director of Community Engagement.

**Commitment:** ~5-7 hours/week

**Stipend:** \$150/month