



Social Media Volunteer

Location: Durham History Hub, 500 W. Main St. Durham

Key Responsibilities:

- Work with staff to establish key metrics and report them regularly to the team
- Writing and posting updates, tweets, events, videos, etc. for our blog, Facebook, Twitter, YouTube, and Instagram
- Tracking the growth and impact of social media on our non-profit

Qualifications and Skills Preferred:

- Excellent writing skills, strong editing skills
- Attention to detail
- Knowledge of social media: Twitter, Facebook, YouTube, Instagram
- Knowledge of Hootsuite and Word Press
- Must be able to work in a team environment, flexibility is also a must
- Must be enthusiastic, creative, and able to think outside of the box

Skills Enhanced on the Job:

- An understanding of and experience in non-profit marketing
- Will learn about the history of Durham
- Will build resume and portfolio

Training: The Museum of Durham History will provide work site orientation and training on the museum's social media needs, procedures and policies. Additional training provided as needed.

Time Commitment: Must be able to commit at least 1 shift on a weekly basis, Tuesday-Sunday. Some work can be done remotely.

Supervisor: Jeanette Shaffer, Director of Operations, 919-246-9993, jshaffer@modh.org.