



FACILITATOR- SOCIAL MEDIA

Lifetime Networks has dynamic and engaging social media platforms. We are now looking for someone passionate about Social Media to take the lead. Someone who will attract and interact with our targeted virtual audience and network with our community.

Job Summary

The Social Media Facilitator will be responsible for Lifetime Networks online presence through the assigned Social Media platforms (Facebook, Instagram). The Facilitator will be developing engaging content, maintaining an online community, and preserving an online image that is a representative of the agency and what it aims to communicate. The Social Media Facilitator reports directly to the HR Manager.

Hours and Compensation:

- 5 hours a week
- Compensation based off the Facilitator grid.

Responsibilities Include:

- Generating, editing, publishing and sharing content 2-3 times a week that builds meaningful connections and encourages community engagement.
- Collaborating with other department to collect content.
- Aligning all posts with Lifetime Network's policies and procedures manual.
- Continuously improving by capturing and analyzing the appropriate social data/metrics, insights and best practices, then making recommendations to the Leadership team.
- Researching opportunities for new social media initiatives to adapt as the agency changes.
- Any additional responsibilities assigned by the Manager.

Qualifications:

- Experience with managing social media platforms an asset.
- Experience supporting persons with developmental disabilities.
- Clear Criminal Record Check
- Double Vaccinated

Job Skills and Abilities:

- Ability to demonstrate excellent writing, editing (photo/video/text), presentation and communication skills.



FRIENDSHIP • SUPPORT • COMMUNITY

- Ability to demonstrate knowledge and understanding of social media platforms and their respective participants (Facebook, Instagram).
- Ability to demonstrate good technical understanding and can learn new hardware and software quickly.
- Ability to demonstrate social networking experience and social analytics tools knowledge.
- Ability to demonstrate effective time management.
- Ability to network effectively within the community.

Characteristics:

- Personable and engaging
- Positive
- Collaborative

Contact:

Please send your cover letter and resume to Julie Mason (julie@lnv.ca).

LIFETIME NETWORKS IS AN INCLUSIVE AND DIVERSE EMPLOYER! We look forward to hearing from you.