



Sawfish Conservation Society Inc.
824 Manatee Ave W., #645
Bradenton, FL 34205-8647
sawfishconservationsociety@gmail.com
www.sawfishconservationsociety.org

Education Committee Social Media Manager

Job Type: Voluntary

Term: 12-month position with renewal potential

Location: Remote, virtual

Application closing date: Open until filled

The Sawfish Conservation Society (SCS) is a 501(c)(3) charity whose mission is to connect the world to advance sawfish education, research, and conservation. The SCS is a global organization with the core values of inclusion, collaboration, and respect. At the SCS we celebrate and value diversity and welcome employees, volunteers, and members of all races, colors, religions, genders, gender identity or expressions, sexual orientations, national origins, genetics, disabilities, ages, or veteran status.

Position brief:

The Education Committee Social Media Manager will collaborate with SCS colleagues to develop and execute a results-driven media and messaging strategy. The Social Media Manager is expected to develop and curate engaging written, video, and photographic content for different social media platforms and provide data-based progress updates. Additional responsibilities include maintaining regular post and response frequencies, initiating and fostering relationships with stakeholders and related organizations, and curating an image library. This is a flexible, part-time position requiring on average one to four hours per week, with additional time required during fundraising and other events.

Responsibilities:

1. Work with the Education Committee to design and implement data-driven content strategies tailored for specific social media platforms
2. Work with the Education Committee to develop focused messaging
3. Produce engaging and educational social media and outreach content using various forms of media
4. Regularly share educational and fundraising posts on Facebook, Twitter, and Instagram (approximately one educational post per week and multiple fundraising posts per month)
5. Assess and report on social media metrics
6. Stay current with evolving technologies and trends related to social media, design tools, and applications

Requirements:

1. Two years of education/training/professional experience in conservation, education, media, or related field
2. One year education/training/professional experience in graphic design
3. Proficient in graphic design, and photo and video editing
4. Proficient with Facebook, Instagram, Twitter, and YouTube
5. Strong language and communication skills
6. Interest in, and understanding of, conservation biology
7. Willingness to work across languages and cultures (multilingual)

Connecting the world to advance global sawfish education, research, and conservation.



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To apply:

Submit a cover letter, CV, and contact information for two references to:
michaelmauntler@gmail.com. In the subject line, write "Social Media Manager"

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