



## Volunteer opportunity: Social Media Coordinator

### About Emmaus Village Carlton

EVC is a forward-thinking charity based in north Bedfordshire offering support to formerly homeless people. We provide companions [our Residents] a home, as well as meaningful work within our social enterprises. EVC operates independently but is part of the wider Emmaus international federation that acts against poverty and social exclusion.

We're located on the outskirts of the village of Carlton - 10 miles from Bedford and on the border of Northamptonshire and Buckinghamshire, less than 20 miles from Milton Keynes.

The Community (site) consists of a Bistro, and a range of shops that gives visitors the chance to browse, shop, eat drink and relax – all in the peaceful surroundings of the Bedfordshire countryside.

Volunteers are a valued, essential resource and make a vital contribution to Emmaus' commitment to help disadvantaged people. Supporting our companions and volunteers, and ensuring loyalty from our customers, will always be a priority!

### About this role

The Social Media Coordinator will be responsible for planning and creating relevant and engaging content, and scheduling this across our four social media channels (Facebook, Twitter, Instagram, and LinkedIn).

We are looking for someone who can commit to:

- creating, designing and scheduling 3-4 posts per week
- monitoring and responding to comments where applicable
- review and summarise the analytics on a monthly basis - to share with the rest of the team and help plan future content.

**Ideal Skills:** Excellent communication skills, including writing skills; good organisational skills; attention to detail; ability to work on your own initiative and collaboratively with other team members; highly motivated with a positive and flexible approach and keen to inspire people about our work; previous marketing experience including managing social platforms and their analytics is beneficial.

**Where:** Remote/Emmaus Village Carlton, School Lane, Carlton, MK43 7LQ.

You will work autonomously but be supported by the wider team. Working hours are flexible and can be managed remotely but we welcome time spent on site and attendance at a quarterly marketing team meeting.

A full induction will be provided, and if working on site, paid travel expenses and lunch on the day you volunteer.

### Contact information

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