**MISSION STATEMENT**: To assist adults in attaining and maintaining their own unique independent living goals, and to promote and encourage citizenship of persons with disabilities in the Districts of Parry Sound and Muskoka.

**POSITION:** SOCIAL MEDIA FACILITATOR

**REPORTS TO:** Executive Director

**HOURS:** Part-Time (12 hours/week) / Wage appropriate for skill level

**POSITION SUMMARY**: To attract and interact with targeted virtual communities and network users. The goal is to gradually achieve superior customer engagement, website traffic and revenue by using all aspects of the social media marketing roadmaps.

**ORGANIZATIONAL DUTIES and RESPONSIBILITIES**:

* Generate, edit, publish, and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to act
* Update organization’s pages within each platform to increase the visibility of organization’s social content
* Monitor all user-generated content for relevancy to organization’s mandate for each social media platform
* Create events and monitor status
* Collaborate with RISE staff to manage reputation, identify key players and coordinate actions

**REQUIREMENTS / QUALIFICATIONS**:

* Post Secondary Diploma for proven working experience in social media or related field
* Demonstrable social networking experience and social analytics tools knowledge
* Adequate knowledge of web design, web development
* Excellent writing skills and text editing skills
* Excellent communication skills
* Willingness to be part of a team and take direction
* Positive attitude, detail and consumer oriented with good multitasking and organizational ability

All employees are subject to a Police Check by the OPP upon hiring.

RISE is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. RISE is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at RISE are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the Ontario Human Rights Code and Employment Standards Act. RISE will not tolerate discrimination or harassment based on any of these characteristics. People with lived experience of disability are encouraged to apply.