



Community Manager

Volunteer Position - 15 Hours a Month

Are you looking to get involved in an amazing event series and network with entrepreneurs, designers and other Toronto professionals?

We're looking for a Community Manager to join our team!

ABOUT YOU

You are a people-person who loves to broadcast content through a social media, and you are looking for a experience in managing a larger community. You're a fun, social, positive character who feels comfortable talking to people and building an audience. You enjoy documenting life through images and copy and feel challenged to build a community. You stay informed on what people are talking about and are interested in what's around you, and can easily join any conversation online or in person. You have some experience but you're looking for a volunteer opportunity to enrich your resume.

ABOUT THE GIG

The Design Clinic is an event series for entrepreneurs who want to understand and leverage design to improve their business. As Community Manager you will be responsible for understanding our vision and broadcasting it through our social media, coming up with new ideas on how to engage our audience and maintaining our content streams. We need someone who can assist in creating content and manage our digital properties so we can focus on what we do best, putting together an engaging and fun event!

DETAILS

Must check this list

- 1 year experience in PR, communication, coordinator, or similar
- Great writing and communication skills
- Soft design skills
- Informed on latest Instagram and Facebook Features and apps.
- Well organized, reliable and punctual
- Skilled with Google and products

Bonus points

- Experience in hosting or facilitating social media
- Bilingual (French)
- Google Analytics
- Experience with Mailchimp & Eventbrite

To apply, send us your CV and a nice short note.