**Contributors job description**

Job Title

• The Individual Contributor — a staff member, normally without supervisory responsibility, who is accountable for his/her individual performance and contribution to the outputs of the team.

Responsibilities

* Creating social media channel content and links to Facebook, Twitter and YouTube, with the Twitter feed showing campaign hashtag tweets to effectively promote the campaign
* Producing updates for our social media platforms
* Creating and posting engaging blogs to encourage people to support the campaign. These will feature regular posts bringing together both the fundraising and research elements of the campaign, for example updates on how much money raised so far, sharing research findings and real-life stories etc
* Monitoring trends in social media to stay updated across different platforms, not only with the content that has already been created
* Identifying and responding to the needs of our Followers
* Producing a short end of day feedback report about the activity on the platforms to help demonstrate the impact of your volunteering
* Supporting our Celebrity e-Bay charity auction activity through responding (under guidance) to questions posted by prospective buyers and monitoring bidding levels

Qualification/Requirement

* A passion and strong understanding of the Age.
* Exceptional writing and editing skills, as well as the ability to adopt the style, tone, and voice of our business’ various types of content.
* Excellent organizational skills to work independently and manage deadlines.
* 2-3 years of marketing and content creation experience