



<b>Fellowship Title:</b>	Social Media Fellow
<b>Department:</b>	Communications Department
<b>Reports to:</b>	Director of Communications & Director of Programs
<b>FLSA Status:</b>	Part-time (Reduced Half-Time)
<b>Location:</b>	Hybrid

**Start Date:** May 30, 2024

**End Date:** May 29, 2025

### **ABOUT US:**

Breathe Southern California (Breathe SoCal) is a 501(c)(3) nonprofit organization focused on achieving clean air and healthy lungs through research, education, advocacy, and technology. The organization runs an array of clean air and environmental health-related educational, advocacy, and outreach programs to increase public awareness and advocate for environmental, energy, health, and transportation policy changes. By educating the public and advocating for public policy to improve air quality and lung health, Breathe SoCal works towards attaining healthy outcomes for all Southern California residents.

### **POSITION OVERVIEW:**

The Social Media Member will assist in developing and managing the content of Breathe SoCal's social media platforms. This position will be responsible for planning, creating, scheduling, and posting content for various social media projects related to lung health, environmental health, and community projects. The Social Media Member will work directly with the Director of Communication and Director of Programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work with the Director of Communication to promote Breathe SoCal programs and projects.
- Create engaging content for all major social media platforms to increase awareness.
- Brainstorm/offer ideas for social media projects/newsletter.
- Schedule content to be published on social media at ideal times.
- Assist with managing the Breathe SoCal's social media content calendar.
- Assist with curating social media content for events, stand-alone campaigns, and other projects.
- Attend in-person events to capture footage and collaborate with the public health team.
- Other duties as assigned.

### **QUALIFICATIONS/SKILLS:**

- Displays excellent written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to prioritize and multitask in a fast-paced environment.

- In-depth working knowledge of Facebook, Twitter, Instagram, and Hootsuite.
- Strong computer competency.