



SOCIAL MEDIA COORDINATOR

Do you enjoy being online? Making new friends? Taking part in community activities? Well, we are looking for a social media coordinator!

Objective: Communicate with Beddington residents through our established Facebook and Twitter accounts and create a positive online presence by sharing relevant information from community organizations, The City and other government offices, businesses, and residents.

Responsibilities:

- Schedule and co-ordinate BHCA communications via Facebook and Twitter
- Respond to messages/inquiries received through social media accounts within 48 hours
- Research/find relevant content to share, such as:
 - Events happening in Beddington and nearby communities
 - City-wide programs and initiatives
 - Relevant news articles
- Execute BHCA Board of Directors, BASP (Before and After School Program), and Reimagine Beddington Committee requests for social media posts/activity
- Execute regular posts for the Book Club (Cindy Wiebe)
- Share online Beddington Banner publication from [Great News](#) monthly
 - each month's issue is available at the end of the previous month
- Pass on/flag inquiries or activity to BHCA Board of Directors if an answer or resolution cannot be met without Board support
- Explore other social media platforms and apps for relevance and potential use by BHCA

Time commitment:

- Flexible, about 1-2 hours per week

Qualifications:

- A responsible, community-minded individual who enjoys spending time online and is familiar with Facebook and Twitter
- Effective writing and communication skills Self-motivated and collaborative
- Able to foster and work in a team environment

Benefits:

- Get to know your neighbours and fellow community volunteers
- Provide a positive space for residents to connect and share
- Learn more about what is happening in your neighbourhood and City
- Practice your social media skills in a friendly environment

Contact: bhca@beddingtoncommunity.ca for more information or to express your interest!

Facebook: @BeddingtonCA

Twitter: @BeddingtonCA