

**Job Posting: Social Media Coordinator (16 hours/week)**

Company: Turtle Conservancy

Location: Part Remote/Flexible

Salary: \$18-20/hour

Are you passionate about wildlife conservation and enthusiastic about using social media to make a positive impact? The Turtle Conservancy is seeking a part-time Social Media Coordinator to join our dedicated team. This is an excellent opportunity for individuals who are looking to contribute their skills and creativity toward the protection of endangered turtle species. This is a flexible position, applicants should plan to spend 8 hours a week at our conservation center in Ojai, the other 8 hours can be worked remotely.

IG: @turtleconservancy FB:Turtle Conservancy TikTok: @turtleconservancy

**Responsibilities:**

1. Develop and implement social media strategies to increase organizational visibility and engagement on platforms such as Facebook, Instagram, Twitter, and YouTube and Tik Tok.
2. Create compelling and shareable content, including posts, images, videos, and stories related to the Turtle Conservancy's work
3. Monitor social media channels, respond to comments and messages, and engage with the online community in a timely and professional manner.
4. Stay up-to-date with emerging social media trends, tools, and platforms to ensure the Turtle Conservancy remains innovative and relevant in the digital space.
5. Track and analyze social media metrics to evaluate the effectiveness of campaigns, identify areas for improvement, and report on key performance indicators.
6. Assist in the coordination of social media campaigns, contests, and virtual events to raise awareness and drive donations
7. Research and engage with influencers, partners, and relevant organizations to expand the Turtle Conservancy's social media reach and forge strategic collaborations.

**Qualifications:**

1. Previous experience managing social media platforms for an organization or brand is preferred.
2. Excellent written and verbal communication skills, with a keen eye for detail and the ability to adapt the tone and style for different platforms and audiences.
3. Strong knowledge of social media best practices, algorithms, and analytics tools.
4. Basic graphic design and video editing skills are a plus.
5. A genuine interest in wildlife conservation, particularly turtle and tortoise species, is highly desirable.
6. Self-motivated, proactive, and able to work independently with minimal supervision.
7. Flexibility to adapt to changing priorities and manage multiple tasks in a fast-paced environment.
8. Must be reliable, organized, and possess strong time management skills.
9. Must be comfortable working around animals and be able to follow handling protocols

**How to Apply:**

If you are passionate about conservation and possess the skills and enthusiasm to make a difference through social media, we would love to hear from you. Please submit your resume and any relevant social media samples or portfolio links to [James@turtleconservancy.org](mailto:James@turtleconservancy.org) and [Abby@turtleconservancy.org](mailto:Abby@turtleconservancy.org). Please include your availability and why you are interested in working with the Turtle Conservancy.

Note: This position is part time, 16 hours per week, 8 of which can be worked remotely. The Turtle Conservancy is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.