



## Volunteer Profile

Summary	
Volunteer Positions Available	US Social Media Assistant
Department	Communications
Location	Remote/ In-person meeting, Nashville
Time	2-6 hours per week
Reporting To	Social Media Assistant
Purpose	Provide support to the social media team and help create short video content for Instagram Reels/ Tik-Tok
Duties & Responsibilities	
<ul style="list-style-type: none"><li>• Assist with planning content</li><li>• Assist with research/ideas</li><li>• Influencer outreach</li><li>• Assist with Instagram Reels/ Tik-Tok launch</li></ul>	
Person Specification	
Experience & Qualifications	
<ul style="list-style-type: none"><li>• Must be 18 years or older</li><li>• Be willing to undergo a background check</li><li>• Marketing/Media interest preferred</li></ul>	
Skills & Competencies	
<ul style="list-style-type: none"><li>• General computer knowledge, including Word, PowerPoint and Excel</li><li>• Social media knowledge: Twitter, LinkedIn, Facebook, Instagram, Tik-Tok</li><li>• Reliable</li><li>• Exhibits flexibility, initiative and strong communication skills both written and verbal</li></ul>	

**[TO APPLY, PLEASE CLICK HERE TO COMPLETE THE ONLINE APPLICATION FORM](#)**