



## POST CREATOR VOLUNTEER DESCRIPTION

<b>Organization mission and values</b>
To walk alongside families in Minnesota who have lost a loved one to suicide. Values: Compassion, Understanding, Privacy, and Respect.
<b>Project or position</b>
The post creator develops and distributes social media posts.
<b>Tasks</b>
<ul style="list-style-type: none"><li>• Creates posts that align with our mission, values, and branding.</li><li>• Posts uplifting quotes, events, newsletter, Amazon Wishlist updates, testimonials, etc. to WSTL social media accounts.</li><li>• Creates posts that do not infringe on others' copyrights.</li></ul>
<b>Skills</b>
<ul style="list-style-type: none"><li>• Computer skills to create and distribute social media posts</li><li>• Knowledge of Canva to create the posts</li><li>• Attention to detail and organization to post in a timely fashion</li></ul>
<b>Setting</b>
The post creator will work remotely.
<b>Schedule</b>
The post creator will create and schedule the inspirational posts one month in advance. The post creator will create other posts and necessary updates as requested within 48 hours.
<b>Training</b>
The marketing coordinator will provide WSTL branding information, access to the social media accounts, periodically review the posts, and provide feedback.