



Woking LA21 is looking for a new Social Media and Communications Officer!

This volunteer role is a great opportunity to learn and develop skills in digital communications and marketing.

The role will include:

- Updating our existing social media accounts (Facebook and Twitter) with LA21's activities, events and volunteer opportunities. A secondary aim is to post inspirational content, relevant to sustainability, which is engaging and encourages users to interact with, or even join, LA21.
- Updating our websites, created on WordPress, with LA21's activities, events and volunteer opportunities. We want our websites to be engaging and professional, up to date, informative and easy to understand. The websites are also a space to be creative, so we welcome new ideas for content.
- Updating our interests.me page in a similar style to the main website with LA21's activities, events and volunteer opportunities.
- Liaising with other members of the steering group and incorporating their ideas and requests into posts and updates.
- Assisting in creating publications for the organisation, including the e-newsletter, blog posts, print materials and press coverage.
- There is the opportunity to add your own personal touch and display your talents, for example by launching LA21 on other social media platforms and incorporating your own ideas.

Ideally, we are looking for someone with good writing skills, who brings knowledge and experience of web editing and managing social media for a small organisation. Photography, graphic design or web development experience would be a bonus. Above all, we require an enthusiastic, motivated individual who is a good team player and able to communicate well with the group and through their work. The time commitment for this role is flexible and dependent on individual circumstances, but it is estimated that the role will occupy about **4 hours a week**.

If you believe you are well suited to this role and you could bring passion and dedication to helping LA21 thrive on social media and through our websites, please get in touch.

Contact: wokingla21@yahoo.co.uk.