



Social Media and Community Outreach Specialist

Richmond Multicultural Community Services (RMCS) is a non-profit organization located on the unceded Coast Salish lands of the x^wməθk^wəyəm (Musqueam), committed to serving the diverse communities of Richmond for over 35 years. We do this by providing services for newcomers as well as multiculturalism, inclusive communities, antiracism and diversity programming. RMCS invites applications for the following position:

Social Media and Community Outreach Specialist

Job Responsibilities:

For Social Media

- Develop, implement and manage our social media strategy;
- Create social media content including documenting events by taking photos and video;
- Manage and oversee social media content using Hootsuite;
- Measure the success of every social media campaign;
- Stay up to date with the latest social media best practices and technologies;
- Attend educational conferences;
- Work with the Management Team to ensure content is informative and appealing;
- Collaborate with Management and Settlement Program Team;
- Communicate with audience via social media to create a strong network;
- Provide constructive feedback.
- Complete funder related reporting diligently and on time

For Community Outreach

- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities;
- Nurture new and existing relationships with collaborative partners;
- Schedule regular outreach exhibitions in the community and educate employees on community responsibility;
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
- Complete funder related reporting diligently and on time
- Must be a Canadian Citizen or a Permanent Resident
- Weekend and evening work as needed to attend community and RMCS related events
- Other duties as required

Wage: \$25.68/hour

21 hours/week

Application Deadline: October 30, 2024



Please apply with a cover letter and resume to:
Attention: Michelle Goldberg, People and Culture Manager
Richmond Multicultural Community Services
Email: michelle.goldberg@rmcs.bc.ca

RMCS values diversity and is committed to fostering an inclusive workplace. We appreciate all candidates for their interest; however, only those chosen for an interview will receive further communication. We encourage individuals from equity-deserving groups to apply and bring their unique perspectives to our team.