



**Volunteer Role:** Weekly Social Media Volunteer

**Reports to:** XRAY Staff

**Hours:** Availability 1-2 hours a week

**Primary Purpose:**

- Generating content once a week across XRAY.FM social media platforms highlighting shows, news, and station events relevant to that calendar day.

**Essential Duties and Responsibilities:**

- Write and edit posts for Instagram Stories/Threads, Facebook, and/or Twitter (for now) highlighting daily programming and events for an assigned day of the week.
- Conform with XRAY.FM's style guide when generating content for our platforms.
- Interact with mutual followers by engaging with their posts and content as appropriate.
- Be available for communication over slack or email the day before your scheduled content posts.

**Minimum Qualifications and Experience:**

- Familiarity with various social media platforms and content creation software. Plus for experience with Adobe Creative Cloud (login provided) or other graphic design tools.
- Experience with professional or brand social media management preferred.
- Willing to use Slack as a communication tool and be available on a regular weekly schedule.

**This position is a volunteer role with XRAY.fm and is not eligible for compensation nor does it constitute a position on staff at XRAY.fm**