



## Volunteer Opportunity: Social Media Coordinator

**2-3 hours per week | Flexible | Mostly remote | Frankston/Mornington Peninsula preferred**

The Women's Spirit Project is seeking a **Volunteer Social Media Coordinator** to help steward and grow our digital presence across Facebook, Instagram and LinkedIn.

This is a small but important role. Our social channels represent the voices, stories and safety of women in our community, and we're looking for someone with a **solid background in social media planning and activation.**

### About the role

You'll work closely with our Brand & Impact Lead to plan, create and schedule thoughtful, on-brand content that reflects the impact of our programs and events.

### Platforms & cadence

- Facebook & Instagram: a few posts per week + stories
- LinkedIn: once per week
- Multiple stories, reels and live content at key events

While most of the role can be done remotely, being **local to the Mornington Peninsula** is highly regarded so you can attend selected events to capture authentic content.

### What you'll be responsible for

- Planning, writing and scheduling approved content across Facebook, Instagram and LinkedIn
- Applying existing brand guidelines and Canva templates
- Collaborating with the WSP team on priorities, campaigns and events
- Reviewing basic analytics and suggesting improvements
- Helping ensure our socials remain professional, respectful and aligned with our values





### **What we're looking for**

This role suits someone who already knows what they're doing in socials.

### **You'll bring:**

- Proven experience managing organisational or brand social media accounts
- Strong judgement around tone, messaging and community engagement
- Confidence working with Meta platforms and LinkedIn
- Attention to detail and respect for confidentiality
- A genuine alignment with WSP's purpose and values

### **Highly regarded:**

- Canva experience
- Photography or short-form video/reels capability
- Ability to attend occasional local events

### **What this role is (and isn't)**

- This is not a "just post when you feel like it" role
- It is a trusted coordination role with clear boundaries, guidance and support
- You'll receive structure, sign-off processes and access to templates — but also autonomy and respect for your expertise

### **Time commitment**

- Approximately 2–3 hours per week
- Flexible days, with Thursday or Friday check-ins preferred

### **Why volunteer with WSP?**

- Use your skills to support women rebuilding confidence, connection and wellbeing
- Be part of a values-led, trauma-informed organisation doing meaningful work
- Gain experience, references and the satisfaction of contributing to real community impact

### **How to apply**

Please send a brief note outlining:

- Your background in social media
- Examples of accounts you've managed (links welcome)
- Your location and availability

Applications can be sent to [hello@womensspiritproject.org](mailto:hello@womensspiritproject.org)

