



Westminster Town Hall Forum

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Position: Social Media Contractor for the Town Hall Forum

Classification: Contractor

Amount of work: 5-30 hours a month

Pay: \$19-\$25/hour

Organization Overview: Founded in 1980, the Westminster Town Hall Forum is Minnesota's largest, longest-running, and most prestigious speaker series. The Forum's mission is to "bring voices of conscience to address the issues of the day from an ethical perspective." The Forum hosts eight to 10 national speakers in Minnesota each year for a public audience. All Forums are free and open to all both in-person and online.

Overview: The Social Media Contractor will support the Town Hall Forum's external communications in the realm of social media. They will be the point person for the Forum's Facebook, Twitter and Instagram pages, posting content and facilitating engagement with followers. They will live-post during Forums.

Essential Functions

- Help formulate social media strategy and schedule to drive Forum engagement
- Create and manage a schedule for social media posts and emails to promote Forums
- Work with external graphic designer to get social media assets
- Monitor social media pages and engage followers
- Live-tweet and Instagram during Forums

Qualifications:

- Strong organizational skills, attention to detail and ability to meet deadlines
- Demonstrated communication skills and the ability to work with people of different backgrounds, ages, and perspectives
- Ability to write clearly and compellingly on various social media platforms

Next steps

To be considered for this position, please submit materials, including resume, cover letter, work examples, and 2-3 references to Tane Danger (tdanger@westminsterforum.org) and Mary Maurelli (mmaurelli@westminsterforum.org).