



Position Title: Volunteer Social Media Assistant (1)

Immediate Supervisor: Manager, Marketing & Communications

About Heritage Toronto

Heritage Toronto is a charity and agency of the City of Toronto that celebrates and commemorates the city's rich heritage and the diverse stories of its people, places, and events.

Our core annual programs are: Tours from May to October, the Heritage Toronto Awards each October, and a year-round Historical Plaques program.

Job Description

Love connecting online with others and interested in Toronto's heritage?

The Volunteer Social Media Assistant will help develop our social media posts throughout the year.

Volunteers may work remotely or at the Heritage Toronto office.

Responsibilities:

- Research and fact-check content for social media (Facebook, Twitter, Instagram)
- Write and post social media content
- Follow-up with internal and external content contributors
- Participate in the communications planning process and help develop editorial calendars
- Assist with comparative research and evaluation

Requirements:

- Exceptional writing and grammatical skills, will ask to see samples of writing
- Excellent organization, accuracy, attention to detail and time management abilities
- Experience with social media, and writing and publishing online
- Experience with image editing
- Experience working with data
- Experience with Hootsuite or other scheduling software an asset
- Knowledge of the heritage community an asset

Time Commitment (minimum):

5 hours/month

All volunteers will be required to attend an orientation and kick-off session; date TBC.