

MAY 13TH, 2021 | 7PM-9PM

# SUMMER NIGHTS

ALL PROCEEDS RAISED SUPPORT  
THE ZAJAC RANCH FOR CHILDREN



## SOCIAL MEDIA VOLUNTEER 3-4 hours weekly until May 14<sup>th</sup>

### Position Summary

- **Position:** Social Media Volunteer
- **Position Type:** Volunteer, with the potential to turn into a paid role after the event
- **Hours:** 3-4 hours weekly
- **Position Start:** ASAP
- **Position End:** May 14<sup>th</sup>

*Please send your cover letter and resume, with links to your portfolio (if applicable), to [info@zajac.com](mailto:info@zajac.com). Preference will be given to candidates who have a passion for working with charities and supporting kids with disabilities. Due to the short nature of this position we can only consider those able to start immediately.*

<https://zajacnights.com/>

<https://zajacranch.com/>

### Position Purpose

The Social Media volunteer works closely with the Zajac Nights Events Manager and the Communications Officer to create engaging content for Zajac Nights' social media presence, including keeping social media channels updated and brand-focused, and fulfilling sponsor recognition obligations.

### About Zajac Nights, a Virtual Gala

Join emcees Irfaan Gaffar and Howard Blank and special guests for our 7th annual charity event (virtual). Zajac Nights on May 13th will be an engaging evening as community members, business leaders, and philanthropists come together in support of the Zajac Ranch for Children. Guests will experience inspiring stories, bid on silent auction items, and have the opportunity to experience cocktails or a decadent 3-course dinner is delivered right to their front door.

All proceeds from the event benefit Zajac Ranch for Children, a summer camp for children with disabilities and serious medical conditions. [Meet our Campers](#)

***Please see second page for Responsibilities and Required Skills***

### **Responsibilities**

- Help create and maintain a social media plan for recognising Event Sponsors for the Zajac Nights Event (approx. 3 posts per day)
- Use social media to promote Event Sponsors and fulfill sponsorship obligations
- Keeping our social media channels updated on a frequent basis
- Image design for sponsor recognition

### **Technical Skills**

- Strong working knowledge of Facebook, Instagram, Twitter, and FB & Instagram stories
- Knowledge of Canva and other graphic design programs

### **Additional Skills**

- To be able to communicate effectively, be articulate, with strong writing skills and the ability to feedback accurately
- Ability to transform small snippets of information into interesting and engaging stories suitable for Twitter, Facebook etc
- Experience of using Microsoft Office, including Word, Excel and Outlook
- The ability to work equally well in a team and unsupervised
- Self-starter
- Motivated to make a difference in the community

***Thank you for considering supporting children with disabilities and serious medical conditions!***

