IAC Volunteer Role Description

Volunteer Role Title: Social Media Volunteer

Type of Volunteering: E-Volunteering (aka Online/Virtual volunteering) is volunteering off-site by using the Internet and your personal computer/ electronic device. E-volunteering is as helpful and impactful to IAC as traditional volunteering.

Aim of volunteering role - Why we need you: We are seeking a social media volunteer to help promote IAC’s mission through assisting in the expansion and improvement of IAC communication through social media. We wish to raise our social media profile and increase public awareness of the IAC in order to reach our aim of connecting counsellors worldwide. The role involves researching, suggesting and posting news, videos, photos, events and items of interest to counsellors on our social media, as well as connecting with kindred organisations. A central goal is to connect counsellors worldwide by increasing traffic on our Social Media platforms and website.

What is involved? We are looking to welcome a person who would commit to keeping our social media (Facebook and Twitter) updated. This involves regular contact with the IAC Executive Council member responsible for social media. It includes researching and posting relevant items of interest on our social media. For example, relevant media (newspaper articles, videos, pictures) about counselling from around the world that relates to counselling, counsellor education, mental health, wellbeing, school and career guidance, and counselling psychology. IAC is also interested in reaching out and connecting to multiple organisations worldwide and the social media volunteer can also help with initiating and maintaining those contacts.

How will I be supported?

- Initial induction and subsequent training with the Social Media Council Member.
- Monthly supervisory liaison with CEO and/or Council Member.
- All social media posts will be pre-approved and will have a flexible schedule for posting.
What skills are required for this position? Ideally, you would be web-savvy (including experience of Facebook and Twitter), have writing and research skills, be able to take instructions, enjoy teamwork, be creative, and have good communication skills.

Where would you carry out the work? E-volunteering is carried out from the Volunteer’s personal computer /electronic device. Some Employers may consider supporting this work as part of a Corporate Social Responsibility (CSR), or as a partial secondment programme? – Enquiries welcome.

Level of English: Fluent English is required for this role. Other languages are not necessary but may be an advantage as we progress to offering information in more languages.

What experience do I need? Useful background experience /qualifications include:

- Proven interest in Counselling/ Humanities / Social work.
- General Admin/ Office Support.
- PR/ Marketing/ Market Research/Business.
- Research/ Journalism/ Media.

Minimum Duration: 1 year.

Hours Required: 1.5 – 2 hours weekly.

Interview / Screening: Informal Skype Interview.

How will I be acknowledged? You will be acknowledged both on the IAC website and through a written reference.

Age Restriction: Must be over 18.

Expenses: IAC is not in a position to pay expenses related to this volunteering role. In particular circumstances, out of pocket expenses may be covered by pre-arrangement with the volunteer’s supervisor.

How to Apply: Please email Naoise Kelly: CEO@iac-irtac.org with a short (less than one page) letter of interest and attach your CV.
*Perhaps your Employer would consider supporting this work as part of a Corporate Social Responsibility (CSR), or as a partial secondment programme? – Enquiries welcome.