



Position Description

Social Media Manager (part-time)

September 2020

About the Cambridge Historical Society

The Cambridge Historical Society engages with our city to explore how the past influences the present in order to shape a better future. Just as every person in Cambridge has knowledge about its history, every person in Cambridge is a steward of Cambridge history. We inspire people to be caretakers of the city and its history.

Position Description

We seek a part-time professional to contribute to and execute our social media strategy, with a goal of increasing engagement with our current followers and reaching new ones.

Tasks include:

Social media posts on Facebook, Twitter, and Instagram weekly. Maintaining our brand voice across platforms to engage followers appropriately.

Design work such as creating signature images for use in promoting events as well as infographics (annually or as needed), and crafting posts for Instagram.

Collaboration with other staff to give equal voice to programs, collections, and fundraising projects.

Analyzing performance of posts and making adjustments accordingly.

Crafting a strong social media strategy for 2021 that aligns with the overall goals and mission of the Society.

While this work is remote, we hope you can participate in a staff meeting on occasion to coordinate with others and feel a part of the team.

Qualifications

- Two or more years of experience working in non-profit social media and/or communications;
- Fluency with social media platforms, particularly Facebook, Twitter, and Instagram;
- Experience with Buffer (or other social media post-scheduling app) and Canva (or other graphic design software) required; experience with WordPress preferred;
- An understanding and appreciation of the history of Cambridge, Massachusetts and the field of public history;
- Experience working in a team setting as well as independently; ability to meet deadlines; detail-oriented; strong organizational and communication skills required.

Hours + Compensation

- Position is part-time at 16 hours a week; Compensation is \$22/hour
- Hours are flexible; all work will be remote

The Society is committed to our anti-racism work. [Read more about it here.](#)

We welcome applications from individuals of all backgrounds and experiences. If interested in joining a small team dedicated to making the past relevant to the present, please submit your resume, letter of interest, and portfolio of social media and/or design projects to Marieke Van Damme, Executive Director, at mvandamme@cambridgehistory.org by September 30, 2020.