

To learn more, visit us at: <https://www.peak15health.org>

Job title: Social Media Volunteer

About PEAK15health

Our world faces reoccurring global health challenges and restrictions to access. We must nurture local communities to build skills and resilience to help curb the cycle of health challenges and become ambassadors of positive health change.

PEAK15health is an official Swiss charity and non-profit organization (NPO) based in Switzerland. By building gateways between 'Our Champions' and 'Our Mentors', we enable the transfer of meaningful public health knowledge to the field through our local and international NGO partners.

We offer practical educational programs for 'Our Champions', bringing high-quality public health seminars relevant to each community's needs. These tailored forums are provided by 'Our Mentors' derived from the PEAK15health network of leading international public health and subject matter experts.

Your empowerment

Reporting directly to the Founder & Co-Founder of PEAK15health and later to our Board Communications Officer. You will be regularly engaging with the Board and general Organization members comprising individuals with decades of public health, healthcare, and education industry/sector experiences.

What we are looking for

PEAK15health is looking for a passionate and creative Social Media expert to help us amplify our mission of empowering individuals to achieve optimal health and wellness. As a valued member of our team, you'll play a crucial role in expanding our online presence and engaging our communities across various social media platforms. Importantly your work and approach will follow our Organization's principles and codes of ethics, furthermore social media interactions in both a timely and compliant manner.

Responsibilities:

- Develop and implement engaging social media strategies and media campaign launches/execution plans
- Optimize existing, and co-create new processes (standard operating procedures) where needed.
- Able to maintain via good documentation practises all media files in accordance with Organization requirements.
- Connect with key Organization members (Board and non-Board members), moreover, the Communications Officer to ensure strong alignment in core messaging and approval of all enquiries and communications are handled appropriately.
- Create compelling content, including posts, stories, and visuals
- Manage & maintain social media platforms/channels, ensuring timely updates and responses following company approval processes.

- Track and analyze social media performance metrics.
- Summarize metrics from online posts to be presented at Board meetings.
- Stay up-to-date on social media trends and best practices.
- Triage any unsolicited enquiries from social media/email platforms to the Communications Officer.
- A strong collaborator and used to working in a cross-matrix environment.
- Bring new ideas! We encourage innovation and creativity in social media.

Qualifications:

- Passion for PEAK15health's mission and values.
- Excellent English communication (fluent/native), and interpersonal skills.
- One additional UN language (Arabic, Chinese, English, French, Russian and Spanish) is seen as a plus.
- Strong understanding of social media platforms
- Strong attention to detail and organizational skills.
- Creativity and passion for health and wellness
- Ability to work independently and as part of a team
- Strong design skills (Canva, Photoshop, Adobe Illustrator etc.)
- Experience of building new systems and operating procedures.

Benefits:

- Make a meaningful impact on people's lives
- Gain valuable experience in social media within both the fields of public health and international NPO environments
- Be part of a dynamic and supportive team
- Flexible schedule
- No office based work i.e. able to work efficiently remotely

Work-time required in this role:

This role is part-time and will require 10-15% FTE or approx. 5-7h /week of your dedicated time.

Remuneration

This is a voluntary program based on its non-profit organization status, and start-up phase. As with all other Organization members at this stage, no salaries are provided, only 100% passion and time dedicated to a good cause, looking to make a meaningful public health difference.

If this excites your imagination to learn side-by-side with industry/sector leaders and drive your aspirations to new heights whilst bringing a direct impact and change to global public health, then this is for you.

Email us your CV, and one-page motivational cover letter describing your translational hard and soft skills that makes you a good candidate fit for this role: careers@peak15health.org