



## **VOLUNTEER JOB VACANCY**

### Social Media Volunteer

The Expatriate Archive Centre collects and preserves original source material documenting the social history of expatriate life for academic researchers. We are based in The Hague and have a small, dedicated staff. We are supported by an enthusiastic team of volunteers of different backgrounds, nationalities, and ages.

We have several social media accounts and always need a volunteer to assist in creating and scheduling content for them.

Tasks and responsibilities:

- Minimum of 1 day per week
- Create content and post to several different social media accounts
- Use Canva (graphic design) and Buffer (social media management)
- Monitor activity on the accounts

Requirements:

- An interest in social media and experience in using it, at least on a personal basis
- English language fluency
- Ability to work independently with minimal supervision
- A proactive and enthusiastic attitude
- Good computer skills
- Be able to volunteer a minimum of one day per week for at least six months.

We offer:

- Training on the job
- A professional work environment
- A great volunteer team to work with and a lot of fun
- Unlimited chocolate
- Superb lunch discussions!

If you are interested in this volunteering opportunity, please send a copy of your CV and a brief motivational letter to [welcome@xpatarchive.com](mailto:welcome@xpatarchive.com).

For more information about the Expatriate Archive Centre, visit [www.xpatarchive.com](http://www.xpatarchive.com).