



VOLUNTEER JOB VACANCY

Social Media Volunteer

The Expatriate Archive Centre (EAC) 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 four social media accounts and need a volunteer to assist in creating, finding, and scheduling content for them. Social media volunteers ideally would work at the EAC office, but remote working is also a possibility. This role may also be performed by someone outside the Netherlands with occasional meetings with the PR manager on Zoom or Skype.

Tasks and responsibilities:

- create and find content and post to schedule in Buffer social media accounts;
- use Buffer (social media management) and occasionally Canva (graphic design).

Requirements:

- be able to volunteer a minimum of 6 hrs per week for at least 6 months;
- be an active user of at least one social media platform;
- English language fluency;
- ability to work independently with minimal supervision;
- a proactive and enthusiastic attitude.

We offer:

- training on the job;
- a professional work environment;
- an opportunity to learn new skills.

PR volunteers work under the supervision of the EAC PR manager. Volunteers must have a valid working permit for the European Union, whether working at the EAC office or remotely.

If you are interested in this volunteering opportunity, please send your CV, a brief motivational letter, and a sample of how you would write for EAC social media (e.g. introducing an article written by an expatriate, or introducing a news item shared by an archive) to welcome@xpatarchive.com.

For more information about the Expatriate Archive Centre, visit www.xpatarchive.com.