



Communications Committee Volunteer– Social Media Coordinator

Oregon Pride in Business (ORPIB) is seeking a creative, organized communications professional to become our Social Media Coordinator. This person, or persons, will help manage ORPIB's social media channels to grow engagement and awareness across the state, as well help engage social media engagement at events and with those who participate in ORPIB programming. This position is an excellent fit for individuals looking to develop skills in social media management, media strategy, and gain exposure in Oregon's LGBTQ+ business community.

What is ORPIB?

ORPIB champions opportunity, development, and advocacy for Oregon's LGBTQ+ & Allied business community.

We create opportunities for marketing, networking, procurement, and referral-based business growth, programs that support development of business skills and expertise through workshops and seminars, and we advocate for positive economic, social, and political change.

We envision an economically empowered Oregon LGBTQ+ business community that inspires others. We empower our small business entrepreneurs and professionals, collaborate with nonprofit advocates, and engage with business and civic leaders to support policies that foster a more inclusive and welcoming business community.

Our values are inherent to our identity as an organization. They guide the way we work with our members, our community, and with each other. Above all, we value service, leadership, passion, diversity & inclusion, and success. We lean on these pillars to support a culture where ideas can blossom, individuals can thrive, and our entrepreneurial spirit can flourish.

1. Key Responsibilities

- a. Social Media
 - i. Plan content around Communications Chair's instruction.
 - ii. Find content and schedule from member postings on the site, Q+ events around the state, and important dates in LGBTQ history/culture.
 - iii. Regularly engage with our community via LinkedIn, Instagram, Facebook groups by replying to comments, and commenting/liking other accounts' posts.
 - iv. Capture video and photo content at events.

2. Qualifications & skill requirements

- a. Social media experience on LinkedIn, Instagram, Facebook groups, and TikTok
- b. Experience with copywriting and content management.

3. Qualities & characteristics

- a. Commitment to our values: Committed, courageous, and connective
- b. Understanding of community needs
- c. Commitment to ORPIB's mission
- d. Willingness to commit time for board meetings, committee meetings, planning sessions, and special events
- e. Enjoys group work and collaboration
- f. Clear communicator
- g. Commitment to diversity, equity, and inclusion

Location:

Remote. Must live or work for a company in the state of Oregon.

Term Commitment

6-month term to begin

Time Commitment:

10-12 hours average a month

Supervisory Responsibility

This position reports to the Communications Chair.

COVID-19 Vaccination Required