

Social Media Coordinator

Part-time | Permanent (0.8 FTE; 31 hours) | Auckland (hybrid)

Tearfund is one of New Zealand's leading faith-based NGOs, with world-class development partnerships and programmes across low-and-middle-income countries. We are a highly respected charity that inspires people to give, learn, advocate and stand up against injustice. Our mission statement is: "Motivated by Jesus, we encourage Kiwis to act for justice to relieve poverty among the world's most vulnerable people". Our creative and communications team exists to bring to life the incredible work our partners do around the world to alleviate poverty and injustice.

The role

The Social Media Coordinator role is part of Tearfund's Creative & Communications Team. We're a team of deeply passionate designers, videographers, writers, storytellers, and marketing strategists responsible for creating inspiring content to engage Kiwis with issues of injustice and poverty around the globe. We are looking for someone who is on fire for the cause at hand, professional, organised, creative, digitally savvy and super-efficient.

You'll be successful if you genuinely love collaboration to accomplish the best final product. You'll have an appreciation for quality brand and design, and love powerful comms. You'll thrive in a fast-paced environment, and whilst you love a good plan you'll also be energised by the need for quick pivots. You will communicate with excellence, and be willing to pitch in and do whatever you can to move the team forward.

You'll play a crucial role in Tearfund's marketing strategy by efficiently planning, coordinating, and executing engaging social media content across various channels. Success will be measured by your ability to grow engagement with both our existing supporters and new audiences across our social channels, fostering an active and expanding community committed to our mission.

Ideally, you'll have some or all of the following:

- 3 years' experience writing for and using social media channels within a professional work environment.
- A clear, confident and articulate communication style – both written and verbal.
- Administration skills, ideally with some exposure to working with different systems and platforms (e.g. CRM, media platforms, Microsoft Teams, Sprout etc).
- Sound working knowledge of the Microsoft Office Suite.
- Excellent attention to detail.
- An excellent work ethic, with energy and enthusiasm.
- A genuine passion for Tearfund as an organisation – our mission, ethos, and the important work that we do.

- Digital media skills, journalism skills, photography or videography experience, basic experience with creative tools like Figma/Capcut would all be desirable (but not essential) skills to bring to this role.

In return, we'll provide;

- A friendly, supportive and high-performing team environment
- The opportunity to learn new skills and take on more responsibility as you learn
- Flexible office/home working arrangements
- Extra leave at Christmas and on your birthday
- Southern Cross Medical Insurance

To apply, please include a **cover letter** confirming why you're interested in the role and working at Tearfund.

Please note that any offer of employment for Tearfund will be subject to the satisfactory completion of;

- A self-declaration process
- A criminal records/police check
- Two reference verifications