

Role: Events/Social Media Assistant

Reporting to: Programmes Officer (Deenah)

Responsibilities:

- Updating the events calendar
- Planning events in advance - particularly face-to-face events
- Promoting events through email
- Assisting with the monthly newsletter, including the latest events and liaising with IT to get it sent out
- Creating graphics on social media for events and partnerships with other organisations
- Liaising with the social media team, ensuring that events are promoted on Twitter, TikTok and Instagram
- Thinking up new event ideas
- Working to ensure the smooth running of the monthly book club
- Identifying new organisations and individuals who are queer Muslims and allies to collaborate with
- Contacting organisations and venues
- Working with others in the team to arrange in-person events
- Sending thank-you emails after all events
- Updating contact/partner database

Experience/skills required:

- Working in a team but also independently, using initiative
- Organisation and time management skills
- Ability to use OutSavvy, Google Suite (including Google Calendar and Google Meet), HootSuite and Discord (or willingness to learn)
- Familiarity with social media platforms (or willingness to learn)
- Teamwork and collaboration with other individuals and organisations
- Strong communication