



Social Media Marketing Coordinator

About Fearless Kitty Rescue:

Fearless Kitty Rescue is a smaller, 501(c)3 nonprofit, no-kill cat rescue housed in Fountain Hills, Arizona. Since its inception in 2012, Fearless Kitty has rescued over 3,200 cats from across the Phoenix Valley, nearby counties, and even from other states and disaster areas (such as Hurricane Harvey). Through the hard work of a few staff and many volunteers (over 100!), 375+ cats are saved each year and given a safe, loving place to live while they wait for their new families. Fearless Kitty is a professional, rewarding, and friendly place to work.

Position:

The Social Media Marketing Coordinator is responsible for fulfilling Fearless Kitty Rescue's mission to save and rehome cats and kittens through social media platforms. Working in collaboration with, and under the supervision of the Executive Director, this part-time position requires a high level of professionalism, flexibility, enthusiasm, organizational skills and attention to detail. A desire to help rescue cats is a must.

Duties and Responsibilities

- Manage all social media channels, including Facebook, Instagram, X, YouTube, and others, as necessary.
- Develop social media strategies to market various aspects of Fearless Kitty Rescue.
- Create social media initiatives in coordination with overall marketing projects, campaigns and strategies to ensure cohesive branding and messaging.
- Monitor social media channels for public dialogue and respond accordingly and in a timely manner.
- Ongoing social media dialogue with applicable organizations (local/national) that may be beneficial to Fearless Kitty Rescue and furthering awareness of the organization.
- Provide metrics associated with each social media channel (ex: Meta Business Suite).
- Support staff and volunteers with marketing needs associated with various Rescue events.
- Work with photography volunteers to fulfill photography and video needs (live and pre-recorded).
- Other duties as assigned.

Qualifications

- Proven familiarity and experience with various social media platforms and best practices.
- Ability to take initiative and innovate new ways of expanding the reach for Fearless Kitty Rescue.
- Ability to work individually and in team settings.
- Proficient with Microsoft Office products.
- Willingness and ability to learn and utilize new systems/tools, as needed.
- Flair for creating fun, professional social media content.
- Valid driver's license.
- Bonus: Familiarity with Pet Point, Constant Contact, Canva.

Work schedule: 20 hours per week. Flexible hybrid schedule, Benefits/Perks include 20 hours PTO, 3 Paid Holidays, 403(b), up to 5 hours of paid quarterly professional development, up to 5 days of unpaid time off with Executive Director approval, monthly staff lunches, and waived adoption fees.

The position is open until filled.

To Apply: Please send a resume, examples of work and 3 work references to: director@fearlesskittyrescue.org