



## NNN Content Manager

### NICARAGUA NONPROFIT NETWORK

**Position Title:** Content Manager

**Location:** Virtual

**Duration:** 5 hours per week

#### **Organization Background:**

*NNN is a free-to-use social platform and network for NGOs, government organizations, and volunteers doing development work in Nicaragua. NNN was created to promote collaboration and resource-sharing among nonprofit entities with similar goals. We accomplish this through:*

- Providing a secure networking website where organizations can share about themselves and search for potential partners
- Sharing relevant news, job postings, success stories, and other information through Facebook
- Hosting networking events
- Conducting research to benefit NNN members

#### **Position Summary:**

*The Content Manager will be responsible for managing NNN social media accounts (primarily Facebook and Twitter) and member-related website content on the NNN website and growing the network through social media interaction and email correspondence. This role is crucial to the NNN mission as the network is only as useful as the information it provides to its members.*

The role of the content manager includes managing the NNN's social media accounts in English and Spanish, engaging membership, and ensuring that content on the NNN website was up-to-date, new, and relevant to NNN members. There is much room for creativity in this role; we are hoping to find someone who can highlight the organization and emphasize the importance of its work through direct interaction with our members.

#### **Responsibilities:**

- Creates approximately 3 Facebook & Twitter posts per day including:
  - Monthly Newsletter highlights (calls for collaboration/job postings/reminders)
  - NNN promotional content (sign up/tell a friend/ICYMI here's our newsletter, etc.)
  - Relevant Nicaragua news
- Recommends Facebook posts for "boosting" and develops Facebook advertising budget
- Interacts with NNN members on social media including:
  - Comments, likes, shares of member posts, invites to submit content to newsletter
- Finds and invites other organizations to join via social media/email
- Keeps English and Spanish website content current and populated (updated at least weekly) to include:
  - Opportunity area (employment/volunteer opportunities)
  - Resources area (reports, legal, grant opportunities)
  - Success stories area
  - News area
  - Calls for collaboration area
- Works with Nicaragua information liaison to add and maintain travel/logistical resources page

#### **Requirements:**

- Extensive experience using Facebook
- Creativity and attention to detail
- Ability to work independently
- Customer service experience preferred
- Fluency in written Spanish preferred

**If interested in this position, please send an email to [sezen@nicaraguanonprofitnetwork.org](mailto:sezen@nicaraguanonprofitnetwork.org)**

*In Subject Line, please write "NNN Content Manager"*