



Center for
LGBTQ and Gender Studies
in Religion (CLGS)

POSITION ANNOUNCEMENT
SOCIAL MEDIA COORDINATOR

The Center for LGBTQ & Gender Studies in Religion (CLGS) is seeking a Social Media Coordinator to plan, implement and monitor the social media strategies for CLGS and the LGBTQ Religious Archives Network (LGBTQ-RAN). This is a part-time position (24 hours per month) shared between these two organizations.

The primary responsibilities of this position are:

- Identify the appropriate social media platforms for these organizations;
- Define important social media key performance indicators;
- Manage and oversee social media content;
- Measure the success of social media strategies and campaigns;
- Stay up to date with the latest social media best practices and technologies;
- Work with other staff to ensure that social media content is informative, appealing and contextual; and
- Participate in CLGS and LGBTQ-RAN staff meetings; and
- Undertake other projects from time to time to expand the outreach and visibility of the organizations.

Qualifications include:

- 1 year+ experience as a Social Media Specialist or similar role;
- Knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, Google+ and other social media best practices;
- Understanding of social media metrics and analytics;
- Strong writing and graphics-creation skills;
- Self-motivated and ability to work independently as part of a team.
- Provide own work space with digital and communications equipment.

This is a contract position that works remotely under the supervision of the CLGS Executive Director and LGBTQ-RAN Coordinator. Compensation is \$480 per month.

The Center for LGBTQ & Gender Studies in Religion (CLGS) www.clgs.org was established at Pacific School of Religion in Berkeley, California in 2000. The Center serves three distinct but overlapping constituencies: the world of academic religious scholarship; faith communities; and LGBTQ people and organizations. For each of these constituent groups, CLGS is committed to providing programming and support for research, resources, education for leadership, and community-building/advocacy.

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The LGBTQ Religious Archives Network (LGBTQ-RAN) www.lgbtqreligiousarchives.org, a program of CLGS, is an innovative venture in preserving history and encouraging scholarly study of lesbian, gay, bisexual and transgender religious movements around the world. LGBTQ-RAN has a two-fold basic purpose. First, it assists LGBTQ religious leaders and groups in determining how best to preserve their records and papers in appropriate repositories. Secondly, LGBTQ-RAN provides an electronic information clearinghouse for these archival collections and other historical data about LGBTQ religious history for the use of historians, researchers and other interested persons.

Pacific School of Religion (the School) is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. School policy prohibits unlawful discrimination based on race, color, creed, gender, gender identity, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, veteran status, citizenship status, height, weight or any other consideration made unlawful by federal, state, or local laws. Discrimination also includes a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

Applicants can send a resume with cover letter outlining qualifications for this position to LGBTQ-RAN Coordinator Mark Bowman at mbowman@lgbtqreligiousarchives.org by December 20, 2019.

November 20, 2019