

# ReStore Volunteer Job Descriptions

## Social Media Assistant

### Volunteer Job Title: Social Media Assistant

#### Required Abilities:

- Age 18 or older
- Friendly, personable
- Must be well organized
- Should feel comfortable with Microsoft Office and social media sites
- Should be committed to volunteer on a regular basis, at least one 4 hour shift every other week
- We will provide training

#### Duties:

- Keep Craigslist, Facebook, Pinterest and our website up to date with current photos and pricing for selected items that come into the ReStore
- Work with the ReStore staff to select appropriate items to advertise electronically
- Update photos weekly with captions by taking photos of what is on the store floor
- Maintain databases for items advertised on social media sites
- Prepare Ebay shipments

#### What's in it for me?

- Fun, friendly environment
- Help improve the North Central Massachusetts community by contributing just a few hours each week
- Lots of good exercise (tear up that expensive gym membership)
- Meet lots of new people
- Be an important part of Habitat for Humanity North Central Massachusetts!

#### Available shifts: (or as needed or available)

- Wednesday, 9am-1pm
- Wednesday, 1pm-5pm
- Thursday, 9am-1pm
- Thursday, 1pm-5pm
- Friday, 9am-1pm
- Friday, 1pm-5pm
- Saturday, 9am-1pm
- Saturday, 1pm-5pm