

# WE ARE LOOKING FOR Social Media Manager

The International Sociological Association (ISA) is seeking applications for the Social Media Manager (SMM) position to lead, create, and manage social media strategies to promote the ISA, its various components, projects, and activities. The contract will start as a 3-month project, renewable upon the agreement of the two parties.

Besides the opportunity to develop creative ideas in a dynamic and flexible space, the SMM will have the chance to work with sociologists from all over the world in a network the SMM is expected to contribute to enhance. The SMM will work with the various components of the ISA: the Executive Committee, National Associations Liaison Committee, Research Committees, and Publications Committee, to align their innovative ideas and strategies within the ISA mandate. We expect that the SMM work proactively in close coordination with the ISA Executive Secretary and the Secretariat staff in providing strategies to improve visibility and engagement for the ISA's different components, projects, and activities.

## REQUIREMENTS

- The ideal candidate is a communication professional proficient in social media management and content creation. Previous experience, training, and knowledge with non-profit or academic organizations will be especially valued.
- The SMM does not have to be a native English speaker but needs to have a good command of English since most social media communications are made in this language. Proficiency in other languages obviously also helps.
- The SMM will need to set up office arrangements in accordance with needs and local practice, including internet and regular e-mail access and occasional electronic/videoconferencing.
- The SMM will take on responsibilities as early as possible after the decision is made.

## THE SMM ROLE

- Lead and manage the social media presence of the ISA to enhance its online traffic, readership, engagement, and overall social media presence.
- Create and propose specific strategies for the different ISA components, projects, and activities on current and future ISA social media accounts.
- Seek out and generate content from the ISA National Associations (NAs), Research Committees (RCs), and Publications for regular and frequent social media posting.
- Enhance the online content of the various ISA components so that they are visibly integrated or interrelated and their activities synergized before the public.
- Develop online strategies to boost the ISA social media presence that translates to increased ISA membership and participation in ISA activities.
- Produce indicators to measure the impact of the strategies proposed and be able to evaluate and modify the decisions taken based on these results.
- Produce a monthly report for the ISA Executive Committee explaining activities developed and landmarks achieved.



**Applications should be submitted to  
ISA Secretariat at [isa@isa-sociology.org](mailto:isa@isa-sociology.org)  
by April 11, 2023.**

Applications should include the following:

- an up-to-date short CV (up to 3 pages)
- a summary of experience relevant to this position (up to one page); and
- proposed ideas to further develop ISA's social media presence (up to two pages)

**Queries or clarifications?** Send us an email to: [isa-socialmedia@isa-sociology.org](mailto:isa-socialmedia@isa-sociology.org)

## ISA Social Media Accounts



[@isa\\_sociology](https://twitter.com/isa_sociology) | [@CurrentSociolog](https://twitter.com/CurrentSociolog) | [@IS\\_sociology](https://twitter.com/IS_sociology) | [@isa\\_sagdmag](https://twitter.com/isa_sagdmag) | [@isa\\_eSymposium](https://twitter.com/isa_eSymposium)



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