HIRING: VIRTUAL “COMMUNITY BUILDING” ASSISTANT

Continuum is looking for a motivated program assistant to work remotely with our team. You are a great multi-tasker and an expert juggler of moving parts, projects, and deadlines. You don’t mind managing-up and enjoy sending a ‘friendly reminder’ email. Flexibility, tenacity, and dedication define you.

About Continuum
Continuum is a global think tank devoted to cultivating and sharing an authentic, radical, interconnected feminism. Continuum seeks to feed your inner-feminist and foster your outer-revolutionary. Ours is a feminist vision of the beloved community where patriarchy is radically challenged through the collective. We are content creators and curators, as well as a growing movement of everyday change makers. Our community is international, intergenerational, and diverse by design. More brains, more ideas, more power, more action is how we do revolutionary change.

Continuum produces theHive, an intimate gathering where delicious food is accompanied by great company and a loosely-facilitated feminist conversation, and hosts the Radicals & Revolutionaries podcast (R&R Lab). The Continuum Collective is our online members-only community space where our founder, Jillian J. Foster, leads a monthly gender studies course and discussion group. The Continuum Collective is also home to exclusive members-only content – private events with R&R Lab guests, our “wellness as a radical act” group, and more.

Responsibilities:

Logistics, Project Management & Administrative Support: (required experience)
  − Manage guest outreach and interview schedule for R&R Lab podcast.
  − Coordinate project timelines, and travel and administrative documents.

Online Community Moderation: (required experience)
  − Schedule monthly gender studies course posts.
  − Schedule online events.
  − Facilitate weekly discussion.
  − Welcome new members and introduce how members can engage via the online platform (Mighty Networks).
  − Problem solve member tech issues and answer general questions.

Social Media Management: (required experience)
  − Co-create social media strategy with Continuum team.
  − Create social media templates and graphics using Canva.
  − Schedule social media posts via Buffer.
  − Coordinate with podcast production team to approve graphics and post social media promotions.

Newsletter & Website Support: (ideally have experience, but not mediatory)
  − Make minor adjustments to website with Square Space, as needed.
  − Draft and send quarterly newsletter with Mailchimp.
  − Co-create Mailchimp drip campaign with Continuum team.

updated: 3 April 2019
Qualifications:
- BA/BSc or equivalent professional experience.
- Demonstrated interest in feminism, online content production and strategy, and community building.
- 2+ year(s) experience with a proven track record in the following areas: Community moderation/facilitation (ideally online but in person will suffice). Social media management. Project management. Outreach and scheduling interviews, meetings, and events. Working on teams, preferably with some members working remotely. Managing timelines. Copy writing newsletters and outreach materials.
- MUST have experience in the “required” responsibility areas listed above. (required)
- Experience with live event and workshop production. (big plus, but not required)
- Excellent writing skills and professionalism on email.
- Ability to handle fast-paced, diverse workload while prioritizing multiple projects simultaneously.
- Has own laptop available for work. (required)
- Working knowledge of feminist politics as they sit now (required) and understanding of feminist history/theory (strongly preferred).

Time & Location Commitment:
10-15 hours per week. Working remotely with weekly meetings via Skype/phone. Do not apply if you have another 9a-5p job. Other freelance projects are totally fine, but we do not want someone with set hours at another job that cannot be changed or interrupted. We need someone that is dedicated to the mission of our organization and able to work with a flexible schedule where some weeks will include 5 hours of work, others 10 hours, and others 20 hours.

This position is likely to grow as the community expands.

Compensation: $15-25 per hour Commensurate with experience.

How to apply:
Please send your CV/resume, a cover letter, and a brief example of related past work (this can include a short description and links) to info@continuumcollective.org. Use “Continuum Virtual Assistant” as the subject line of your email submission. Applications accepted on a rolling deadline. We are looking to hire ASAP.

Go through the “responsibilities” for this role and describe/show how you can meet those needs.

Applications will be reviewed on a rolling basis. Looking to for someone to start ASAP.