



Social Media Officer

Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?

We are looking for a creative, organised, and social media-savvy individual to help grow our online presence and engage our global community. As a Social Media Officer, you will play a key role in shaping the public image of Project Access across platforms like Instagram, TikTok, LinkedIn, and YouTube. You'll be part of the Marketing and Public Relations team and work closely with **Aakansha**, our **Global Director of Operations**.

Responsibilities include:

- Generating engaging visual and written content for platforms like Instagram, TikTok, LinkedIn, and Facebook
- Editing short-form videos for TikTok, Instagram Reels, and YouTube Shorts
- Staying up to date with social media trends and proposing creative ideas to increase engagement and reach
- Analysing social media performance and making suggestions to improve content strategy
- Collaborating with the wider marketing and outreach teams to ensure consistent messaging and cross-team support

The ideal applicant is...

- Passionate about storytelling, visual design, and social media communication
- Eager to learn and experiment with new formats, trends, and creative ideas
- Proactive, well-organised, and dependable when it comes to meeting deadlines
- Comfortable working independently while actively contributing to a collaborative team environment
- Familiar with tools like Canva and native editing features on platforms like TikTok and Instagram

You will get...

- Ownership of your content and space to grow your creativity from day one
- Real experience in social media strategy, content creation, and digital communications
- A direct impact on how we reach underrepresented students around the world
- Ownership of your work and the chance to lead on key projects from day one
- Access to a global community of driven, talented, and supportive students

The position is an unpaid, volunteer role that will require **3-5 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Aakansha, our Global Director of Operations (aakansha.das@projectaccess.org).