

We're Looking for our Ambassador of Buzz & Champion of Office Happiness

We're **Bespoke**. By design, we are a team of results-achieving, dedicated, energetic, social entrepreneurs hard at work crafting philanthropic strategy and providing evaluation and creative solutions to non-profit management, marketing, communications and strategic planning. We're passionate about the non-profit industry and its critical role in building and sustaining healthy, inclusive communities. We don't consult from the sidelines – we roll up our sleeves and work right alongside our clients. Together, we come up with tailor-made strategies that work. That's our style!

You are our **Ambassador of Buzz**! You too value the importance of the non-profit industry and the feeling you get from knowing you are making a difference daily.

- You're tech-savvy and can execute a results-driven social media strategy
- You can develop and curate engaging content for social media platforms keeping consistent with our brand and core values
- You have strong copywriting and copy-editing skills
- You love monitoring social media channels for industry trends
- You can interact with users and respond to messages, inquiries and comments, and
- You can put together an awesome monthly review of analytics and key metrics.

You're also our **Champion of Office Happiness**! You are key to our success and we love when you roll-up your sleeves and keep us on track.

- You're detail oriented and 'on the ball'
- You can respond to emails professionally and provide exceptional customer service
- You keep our calendars straight and can set up a meeting like no body's business
- You keep our client lists and contacts current, and know how to use Mailchimp
- You're a wiz with Outlook, Word, Excel and Powerpoint and can help us keep OneDrive clean
- You think events are exciting and don't mind helping with execution
- You're comfortable liaising with team members to carryout job tasks, and
- You're not too shy to let us know how we can improve!

We operate as professionals. We have very flexible hours and manage our work around our busy (and fun!) lives, but we know how to hunker down and make sure our clients get the best of what we have to offer. You too have flexibility! You work when it works for you, on an hourly basis for approximately 20 hours a week to start.

Are we destined to be together? Check us out at bespokeconsult.com.

Submit your resume and letter of interest to: connect@bespokeconsult.com.

Qualified candidates will be interviewed on an ongoing basis as applications are received. The role will remain open until a suitable candidate is found.