



SOCIAL MEDIA COORDINATOR

Position Summary

The Social Media Coordinator is responsible for managing all aspects of all social media accounts for a nonprofit organization leading a global conversation on concussions and CTE in sports and the military. The Social Media Coordinator will also be proficient in graphic design and responsible for creating social graphics in addition to other miscellaneous graphic design projects to support the programs and development teams. The ideal candidate will be a creative, skilled writer and designer who knows how to produce engaging content and navigate the social media landscape to best communicate CLF's work to a growing audience.

Company: Concussion Legacy Foundation

Reporting to: Senior Director, Communications & Programs

Location: Remote

Status: Salaried employee

Responsibilities

Social media

- Manage content calendar for all CLF social media accounts (Facebook, Twitter, Instagram, LinkedIn, TikTok, YouTube)
- Write copy for social media posts across all CLF accounts, assist with copy and posting on CEO's social media account
- Responsible for engagement on all CLF social media platforms, including monitoring and responding to all comments and messages
- Manage posting and engagement in CLF hosted Facebook Groups (~1,500 members)
- Assist CLF International Chapters (Canada, UK, Australia) with social media strategy and execution when needed
- Track social media metrics to inform optimal strategy to grow CLF's social reach
- Work with Senior Director of Communications & Programs on strategy and execution of month-long and campaign-specific social media campaigns

Graphic design

- Design visually appealing and engaging branded social media graphics and video templates to accompany posts
- Design misc. marketing and resource graphics for development and programs teams when needed (i.e., flyers, one-pagers, infographics)

Professional Qualifications

- Bachelor's degree required.
- Two to five years of full-time experience in social media content marketing, journalistic writing, or a related field.
- Graphic design experience required.
- Excellent written and verbal communication skills.
- Experience managing a content calendar.



- Video editing skills a plus.
- Ability to stay organized while multi-tasking in a fast-paced environment.
- Exceptional attention to detail and focus on quality.
- Eagerness to work with a passionate, mission-focused team.
- Knowledge and ongoing curiosity of social media technologies, platforms, and services.
- Team player with a genuine interest in making sports safer.

To apply, please submit cover letter, resume and three relevant work samples to operations@concussionfoundation.org.

About the Concussion Legacy Foundation

The Concussion Legacy Foundation is a 501(c)(3) non-profit organization located in Boston, MA. It was founded by Robert Cantu, MD, and Chris Nowinski, PhD to support athletes, Veterans, and all affected by concussions and CTE; achieve smarter sports and safer athletes through education and innovation; and to End CTE through prevention and research. The Concussion Legacy Foundation's work [has been featured](#) by the New York Times, Rolling Stone, TIME, Sports Illustrated, ESPN, BBC, PBS, HBO Real Sports and many other news and media outlets. For more information, please visit ConcussionFoundation.org.

At the Concussion Legacy Foundation, we are proud to be an equal opportunity employer. All applicants will be considered for employment based on qualifications, merit and organizational need and without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. CLF is committed to providing employees with a work environment free of discrimination and harassment.