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Irvine, CA 92618

[freewheelchairmission.org](http://freewheelchairmission.org)

**Job Title:** Social Media and PR Coordinator  
**Location:** Remote

**Reports To:** Associate Director of Marketing  
**Status:** Full-Time, Non-Exempt

*Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”*

*There are an estimated 80 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.*

*Free Wheelchair Mission is seeking a Social Media and PR Coordinator who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.*

#### **Job Summary:**

Reporting to the Associate Director of Marketing, the Social Media and PR Coordinator will work with the marketing team to foster and grow our following and engagement on social media channels (Facebook, Instagram, LinkedIn, TikTok, YouTube, and others), as well as to garner media and press, all to boost awareness of Free Wheelchair Mission, our leadership, and our mission.

#### **Responsibilities:**

- Plan our social media calendar to create and schedule all upcoming posts across all channels.
- Implement follower growth tactics to increase social follower numbers and quality.
- Engage with followers, supporters, and donors on all social channels.
- Nurture and grow our Social Ambassador channel to extend our reach and engagement with new audiences.
- Identify and engage with a network of social influencers and encourage them to share our social content.
- Working in alignment with our overall marketing strategy, create a quarterly Public Relations calendar along with media outreach plans and pitches.
- Create pitch communications and press kit materials for key events and campaigns and pitch various media outlets.
- Manage our press kit and “In the News” websites.
- Maintain and grow our list of media contacts.
- Maintain and update social media and PR tracking statistics.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

### **Minimum Experience and Required Skills:**

- 1-2 years prior experience in social media marketing and public relations.
- Excellent writing and communication skills.
- Experience with social media management and PR management tools preferred.
- Highly organized and able to work in a fast-paced environment.
- Strong computer skills, Excel or Google sheets experience.
- Basic digital photo editing skills preferred.
- Professional LinkedIn profile required.
- Bachelor's Degree or higher required.

### **Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must lift and/or move up to **50** pounds.

All Free Wheelchair Mission employees who will engage in international travel are required to have an up-to-date, complete COVID-19 vaccination based on CDC and medical guidelines.

### **Compensation:**

Dependent upon qualifications and experience, \$42,000-\$65,000 annual salary.

### **How to Apply:**

Please send resume, including the URL of your LinkedIn profile, to [jobs@freewheelchairmission.org](mailto:jobs@freewheelchairmission.org) with **Social Media and PR Coordinator** in the subject line.

### **No phone calls please.**

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.