

Social Media Coordinator

We are seeking a proactive and creative **Social Media Coordinator** to coordinate a digital presence across key social platforms for the African Caribbean Sustainability & Investment Summit 2025 (ACSIS 2025), held in London, November 2025.

The ideal candidate will be deeply familiar with digital trends, platform best practices, and content strategies that drive engagement, particularly within African and Caribbean communities. This role's responsibility will also seek to build relationships with media, influencers, and stakeholders to extend ACSIS's reach.

Key Responsibilities:

- Manage and schedule weekly content across platforms (e.g., LinkedIn, Twitter/X, Instagram, Facebook) and newsletters.
- Collaborate with the content writers and multimedia designers teams to publish engaging posts, videos, graphics, and stories aligned with summit themes.
- Monitor platform performance and audience engagement; adjust strategies based on analytics.
- Support live coverage during virtual events, speaker announcements, and key milestones.
- Engage with followers, respond to comments/messages, and cultivate an active online community.

Preferred Qualifications & Skills:

- Proven experience managing social media channels for an organisation, campaign, or event (references required).
- Solid understanding of sustainability, investment, or policy-related content.
- Strong communication and writing skills with the ability to adapt tone for different platforms.
- Experience using social scheduling and analytics tools (e.g. Meta Business Suite).
- Familiarity with African and Caribbean cultural and business contexts is highly desirable.
- Creative mindset, detail-oriented, and comfortable working in a collaborative remote environment.

Availability Required:

- Minimum of 5 hours per week*

*As an international summit, meeting times cater for European, Caribbean and African Time zones – some meetings may be held outside traditional office hours (GMT).