



Sharp Minds Psychology

Social Media and Events Coordinator - Telehealth Psychology Practice

Are you a creative and enthusiastic individual with a passion for mental health and a knack for organizing engaging events? We are seeking a talented Social Media and Events Coordinator to join our innovative telehealth psychology practice.

In this role, you will have the opportunity to leverage your skills in social media management and event planning to raise awareness, foster community engagement, and promote our clinic's services in the digital space.

At our Practice, we believe in the importance of inclusion, valuing and celebrating the diversity of all individuals, including those who identify as Neurodiverse, Transgender, and a part of the LGBTQIA+ community. If you're part of the queer community or identify as an ally, we want you!

Position: Contract- Social Media and Events Coordinator

Responsibilities:

- Develop and implement a comprehensive social media strategy to enhance the clinic's online presence and reach a wider audience.
- Create engaging and relevant content for various social media platforms, including Facebook, Instagram, Twitter, and LinkedIn.
- Manage day-to-day social media activities, including posting, monitoring comments, and responding to inquiries in a timely manner.
- Monitor trends, track analytics, and generate reports to evaluate the effectiveness of social media campaigns and make data-driven recommendations for improvement.
- Plan and coordinate virtual events, webinars, workshops, and other online activities to educate and engage the community.
- Cultivate relationships with influencers, mental health advocates, and partner organizations to expand our network and reach.
- Stay up to date with emerging social media trends, tools, and platforms to ensure our clinic remains at the forefront of digital marketing strategies.

Requirements:

- Proven experience in managing social media platforms and executing successful digital marketing campaigns.
- Excellent written and verbal communication skills, with a keen eye for detail and strong editing abilities.

- Familiarity with social media management tools, analytics platforms, and content scheduling tools.
- A creative mindset with the ability to generate engaging content ideas and storytelling techniques.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Experience in event planning and coordination, preferably in a virtual or online setting.
- Passion for mental health and a desire to raise awareness and reduce stigma through digital platforms.
- Ability to work independently and as part of a collaborative team.
- Police check.
- WWCC.

Benefits:

- A dynamic and inclusive work environment with a team of passionate mental health professionals.
- The chance to make a meaningful impact by promoting accessible mental healthcare through telehealth.
- Flexible work schedule and the ability to work remotely.
- Supportive management and a culture that values work-life balance.

Join our dedicated team and help us create a digital presence that promotes mental health awareness, community engagement, and easy access to our telehealth psychology services.

How to Apply: To apply for the position of Social Media and Events Coordinator, please submit your resume, a cover letter highlighting your relevant experience in social media management and event planning, and any relevant portfolio or samples of your work. Additionally, include a brief statement on your approach to social media marketing and how you envision utilizing digital platforms to promote mental health.

We appreciate all applications; however, only candidates selected for an interview will be contacted via email so check your spam