

***The Cascade* Social Media Writer contract**

Rate of pay: \$60 per issue

The Social Media Writer is responsible for writing and editing shareable posts for *The Cascade's* social media accounts. The Social Media Writer shall ensure that issues relevant to students, fun, relatable content, and information regarding upcoming events relevant to *The Cascade*, and will maintain a consistent, conversational voice across all channels.

At all times, the Social Media Writer shall adhere to the Cascade Journalism Society bylaws, Code of Conduct, and other policies; shall ensure that all material does not violate the Canadian University Press Code of Ethics; and always behave in an ethical manner as a representative of the paper.

Duties and responsibilities:

1. Work in tandem with the Social Media Coordinator and the Online Editor. Write and edit a variety of posts for *The Cascade's* Facebook, Instagram, Tumblr, and Twitter accounts.
2. Ensure that matters of interest, as well as lighter and informative posts are shared on *The Cascade's* social media channels.
3. Maintain a specific, consistent voice across all of *The Cascade's* social media channels.
4. Work in tandem with the Multi-Media Editor to select appropriate images to accompany each post.
5. Attend all writers' meetings and Editorial Board meetings.
6. Must perform other duties as required by the Social Media Coordinator, Online Editor, Editor-in-Chief and/or Managing Editor.
7. Provide any necessary equipment (I.e., Laptop, recorder).
8. As a contractor this position requires billing for work completed. Issue an invoice to *The Cascade* on a weekly basis.

Qualifications

1. Must be a member in good standing of the Cascade Journalism Society.
2. Must be registered in at least one course for credit during the Fall/Winter semesters.
3. Must be available to work varying hours.

4. Must demonstrate strong command of the English language. An editing test will be administered during the interview process.
5. Must have knowledge of all relevant laws and journalistic standards concerning libel.
6. Must be able to deal effectively with Society and university staff, students, and the general public.