**Job Title:** Facebook Group Moderator (volunteer/unpaid position)

**Job Id:**

 **Job Location:** Delft, and surrounding area

**Full / Part Time:** Part-Time (4 hours)

**Regular / Temporary:** Regular

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**About DelftMaMa**

Delft MaMa stands for Delft Maternity And Motherhood Assistance. It is a non-profit organization promoting the well-being and integration of international mothers-to-be and mothers of young children (0-12 years old) in and around Delft, The Netherlands.

Delft MaMa is an organization for international families in Delft and the surrounding areas that has coordinated over a decade worth of events, workshops, playgroups, and meet-ups in Delft. Founded in 2007, Delft MaMa reaches thousands and offers information, support, community and events through a strong and constantly evolving network of kind, devoted and active members who are working toward inclusion and want to make Delft their own and their families’ new home.

There is huge opportunity for this organization to grow, and we are seeking passionate and energetic people to join our team and grow with us.

**Position Summary**

As a Facebook Group Moderator you will monitor the Delft MaMa group activity. You will have the ability to approve membership (and remove and block members), and review posts and comments within the group within the spirit of Delft MaMa organization. You can also pin or unpin posts and view the support inbox. As a Moderator you will have the rights to include add or remove other admins or moderators.

**Job Duties & Responsibilities**

* Create and maintain a strong on line presence for Delft MaMa
* Manage all group settings
* Approve/ deny member requests
* Approve/deny member posts
* Remove posts and comments
* Remove and block people
* Create ads and view insights.

**Requirements**

* Possession of cultural awareness and sensitivity
* Effective interpersonal, problem solving and communication skills
* Knowledge and understanding of both international motherhood and non-profit marketing & communications trends.
* Capacity to collaborate within the Delft MaMa Communication department
* Previous experience working in teams remotely based

**So what’s in it for me?**

Although there’s currently no financial benefit associated with taking on the responsibility of being a ***Facebook Group Moderator***, there are some tangible benefits:

* Skill up in communication, cultural awareness, sensitivity and related communication skills
* Brush up on your knowledge of social media usage;
* You’ll get a real hang on scheduling and administration skills
* You’re empowered to make decisions which contents to take down, or not – which gives you both influence and responsibility.
* We are supporting putting this volunteer position on your LinkedIn profile, and you will get an excellent recommendation after a 3-month trial period.

**Thank you for your application.** Please email your CV and cover letter to hr@delftmama.nl

