

Community Manager (Part-Time)

20 hours per week • Social Media + Community Growth & Engagement • Contract Position

ROLE SUMMARY

The Community Manager is responsible for growing and engaging the FCancer community across social media while helping amplify FCancer's mission through compelling content, partnerships, and meaningful community interactions. This is a hands-on role for someone who enjoys both creating content and engaging directly with an online community. Priorities may shift based on organizational campaigns, fundraising initiatives, and events.

CORE RESPONSIBILITIES

Social Media Strategy & Content

- Manage daily publishing, engagement, and community moderation across FCancer Facebook, Instagram, and TikTok accounts
- Execute on growth of TikTok channel by developing a content strategy, identifying trends, and creating engaging short-form video content in concert with staff
- Create and coordinate photo, video, graphic, and written content that is mission-aligned, timely, and tailored to each platform. Be open to being on camera/part of content as needed
- Help form and maintain the social media content calendar and coordinate content needs with internal stakeholders
- Execute social media campaigns designed to increase engagement, community participation, and awareness while supporting organizational fundraising, merchandise, and event goals

Community Engagement

- Foster meaningful conversations with supporters, survivors, caregivers, advocates and partners
- Respond to comments and direct messages in a timely, thoughtful, and brand-appropriate manner; escalate sensitive issues when needed
- Monitor relevant conversations and identify opportunities for FCancerNow to participate, collaborate, or provide support
- Support community outreach initiatives focused on increasing interactions and growing the community database

Partnerships, Campaigns & Events

- Assist with researching and identifying aligned influencers, creators, celebrities, nonprofit organizations, healthcare advocates, brands/corporate partners
- Assist with influencer outreach and partnership activations as assigned
- Capture or coordinate behind-the-scenes and community-focused content at events when appropriate

Analytics & Reporting

- Track key performance metrics.
- Report on recommendations for improving content, engagement, and channel performance
- Assess new engagement opportunities and share relevant community trends and feedback with the team

ORGANIZATIONAL EXPECTATIONS

- Part-time schedule of approximately 20 hours per week
- Attend relevant team meetings and events including strategic planning
- Manage priorities independently while communicating progress, needs, and risks clearly

QUALIFICATIONS

- Two or more years of experience managing social media or digital communities for a nonprofit, brand, agency, or mission-driven organization.
- Experience with running ads through Meta Ads Manager
- Strong writing, editing, communication, and interpersonal skills
- Experience creating short-form video for TikTok and Instagram Reels
- Working knowledge of social media management and analytics tools, including Meta Business Suite and native platform insights.
- Familiarity with Canva and Monday.com
- Strong organizational skills and experience managing content calendars, deadlines, and multiple priorities
- Good judgment and empathy when engaging with sensitive health-related topics and community conversations
- Passion for community building and mission-driven work

Please send resume and interest to community@letsfcancer.com.

EQUAL OPPORTUNITY EMPLOYMENT

FCancer is an equal opportunity employer. We are committed to a diverse and inclusive workplace and do not discriminate on the basis of any characteristic protected by applicable law. Employment decisions are based on qualifications and job requirements. We strongly encourage diverse applicants to apply.