

FilExcellence

Join our team!

Thank you for your interest in joining FilExcellence! We're looking forward to learning more about you and how you can help us build a compassionate, empowered community. Take a look at our roles to find where your talents can contribute to our shared mission.

[Social Media Managers \(3 people\)](#)

[Content Manager \(1 person\)](#)

[Website Coordinator \(1 person\)](#)

[Grant Writers \(2 people\)](#)

[Mentorship Program Coordinators \(2-3 people\)](#)

[Operations & Systems Coordinator \(1 person\)](#)

[Local Ambassadors \(no limit\)](#)

[Partnerships Outreach Coordinator \(2 people\)](#)

Role Descriptions

Social Media Managers (3 people)

5-10 hours a week

The Social Media Managers will report directly to the **Director of Social Media** and are responsible for developing and implementing social media strategies to enhance FilExcellence's visibility, engagement, and growth across various social media platforms. They create compelling content, manage social media accounts, analyze performance metrics, and engage with the audience to build and maintain a strong online presence.

1. Social media manager (Mentorship program)
2. Social media manager (Community/Partnership)
3. Social media manager (General/Finance)

Responsibilities

- **Social Media Strategization:** Develop social media plans that are aligned with FilExcellence's mission and vision. This includes executing social media campaigns to events and the organization's programs. This may involve coordinating across different teams, and creating a social media content calendar.



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- **Create Content:** Consistently generate creative and engaging content on Instagram and TikTok. (Canva, CapCut, Adobe, and any other graphic/video editing software)
- **Outreach and Impact Research:** Tracking performance metrics to optimize engagement and continuously evaluate new opportunities for growth and innovation on various platforms.
- **Account Management:** Engage with FilExcellence's audience through comment replies and DM responses. Keep up with the latest trends, features, and best practices in social media marketing.

Content Manager (1 person)

5-10 hours a week

The Content Manager will work closely with Social Media Managers and report to the **Director of Social Media**. While Social Media Managers focus on creating, engaging, and strategizing for real-time social media interactions, the Content Manager will take a broader view, curating and managing content across platforms like our website, newsletters, and blogs. This role centers on developing a cohesive content strategy, maintaining a holistic view of archived, current, and future content, and providing valuable resources that Social Media Managers can leverage for social campaigns.

Responsibilities

- **Content Strategy and Alignment:** Develop and oversee a content strategy that extends beyond daily social media interactions to support FilExcellence's mission across digital channels, including our website, newsletters, and educational materials. Ensure that content reflects FilExcellence's values of *kapwa* and builds both individual and community empowerment.
- **Content Archiving and Resource Management:** Maintain and organize a content archive, cataloging evergreen resources, key themes, and cultural insights. By managing an accessible and well-structured content library, you'll provide Social Media Managers with essential resources that can enhance their campaigns and deepen engagement.
- **Collaboration with Social Media Team:** Work hand-in-hand with Social Media Managers to share insights, content ideas, and archived resources that support active campaigns and community events. Your work will directly inform social media strategy by supplying relevant content and ensuring that posts align with FilExcellence's overarching mission and storytelling goals.
- **SEO Optimization and Performance Analysis:** Track the performance of non-social content, including website articles, blogs, and newsletters, to assess impact and engagement. Implement SEO strategies to expand digital reach, using analytics to refine and adapt content for higher visibility and community impact.



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- **Editorial Calendar Management:** Create and manage a comprehensive editorial calendar covering blog posts, newsletters, educational content, and significant dates or milestones. Collaborate with the Director of Social Media and Content and Social Media Managers to align this calendar with ongoing social media initiatives, ensuring seamless storytelling across platforms.

Website Coordinator (1 person)

Up to 5 hours a week

The Website Coordinator will report directly to the **Director of Communications and Marketing** and is responsible for the website's graphics and visual formatting, ensuring the organization's online presence is visually captivating, user-friendly, and aligned with its branding. The Website Coordinator plays a key role in website management and enhancement.

Responsibilities

- Collaborate with the Director of Communications and Marketing and Vice President to ensure the website is visually appealing and functional.
- Regularly update website content, including text, images, and multimedia elements.
- Conduct routine checks to ensure website functionality and troubleshoot issues.
- Design visually appealing graphics and banners for the website.
- Maintain consistent branding and visual identity across all web pages and content.
- Optimize images and multimedia assets for web use.
- Edit and format written content for online consumption.
- Monitor website analytics and user feedback to gather insights for optimization.

Grant Writers (2 people)

Up to 10 hours a week

The Grant Writers will report directly to the **Director of Development** and are responsible for researching funding opportunities, developing grant strategies, and crafting persuasive narratives that align with the mission and objectives of FiExcellence.

Responsibilities

- **Grant Research:** Identify potential grant opportunities that align with the organization's mission, goals, and funding needs.
- **Grant Submitting:** Prepare and submit grant applications according to the deadlines and submission guidelines provided by funders. This may involve completing online



FilExcellence

application forms, uploading supporting documents, and adhering to specific formatting requirements.

- **Application Tracking and Analysis:** Monitor grant-funded projects and programs to ensure compliance with grant agreements and reporting requirements. Prepare and submit progress reports, financial reports, and other documentation as required by funders.
- **Networking and Relationship Building:** Cultivate relationships with grant-making entities, program officers, and other key stakeholders in the funding community. This may include attending networking events, participating in meetings, and communicating regularly to stay informed about funding opportunities and trends.

Mentorship Program Coordinators (2-3 people)

Up to 5 hours a week

The Mentorship Program Coordinators will directly report to the Director of **Programs** in facilitating the FilExcellence Global Mentorship Program.

Responsibilities

- **Participant Outreach:** Communicate with mentors, mentees, and program stakeholders, addressing inquiries, concerns, and feedback. Maintain regular communication channels to keep participants informed about program updates, events, and opportunities.
- **Program Planning:** Assist in creating program materials, guidelines, and resources for participants. Organize workshops, seminars, or networking events to enhance mentorship skills and foster a supportive community.
- **Participant Recruitment:** Recruit mentors and mentees through outreach efforts, networking, and partnerships.
- Conduct assessments to evaluate the skills, interests, goals, and preferences of participants for effective mentor-mentee matching.
- **Participant Support:** Provide orientation, training, and ongoing support to mentors and mentees to ensure they understand their roles and responsibilities. Offer guidance and resources to help participants navigate challenges, set goals, and develop action plans.

Operations & Systems Coordinator (1 person)

Up to 5 hours a week

The administrative aide will report directly to the **Director of Operations** and is responsible for maintaining efficient communication and organization within the team.



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Responsibilities

- **Administrative Support:** Manage the team's calendar, scheduling appointments, meetings, and travel arrangements with precision.
- **Meeting Assistance:** Prepare and distribute agendas, minutes, and other documents for meetings, ensuring timely and accurate dissemination of information. Transcribe meeting notes and other important documents accurately and efficiently, ensuring clear communication and documentation.
- **Process & Security Compliance:** Maintain organized filing systems, both physical and digital, to facilitate easy retrieval of documents and records. Uphold confidentiality and discretion in handling sensitive information and matters.
- Assist in the preparation of reports, presentations, and other materials, exercising attention to detail and a high level of accuracy.

Local Ambassadors (no limit)

Up to 5 hours a week

*Seeking local individuals in the following locations (not a requirement but preferred): New York City, Los Angeles, San Francisco, Las Vegas, Chicago, Austin, Washington DC, and Raleigh, Seattle, Houston, Anchorage, Manila, Toronto

Local ambassadors are responsible for making new connections and expanding the organization's reach in each city.

Responsibilities:

- **Organization Representation:** Spreading the word to other Filipinos about FilExcellence, representing FilExcellence in local events and gatherings, educating others about the organization's mission, vision, and projects.
- **Collaborator & Partnership Outreach:** Researching potential local events that the organization can collaborate with.
- **In Person Event Organization:** Planning and executing FilExcellence's events, including meetups, networking events, and community gatherings and working closely with FilExcellence's Pillar Leads to ensure that events align with the organization's mission and vision.

Partnerships Outreach Coordinator (2 people)

5-10 hours a week



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The Partnerships Outreach Coordinators report directly to the Director of People and Culture. They are responsible for identifying, building, and nurturing strategic partnerships to support FilExcellence's programs, events, and initiatives. By collaborating with sponsors, nonprofits, and community organizations, they play a crucial role in expanding the organization's network, visibility, and resources.

Responsibilities

- **Partner Research** Identify potential partners, including nonprofits, corporations, educational institutions, and community organizations, aligning with FilExcellence's mission and vision
- **Outreach Strategies** Create targeted outreach campaigns to engage potential partners through emails, social media, and networking events
- **Relationship Building** Establish and maintain relationships with key stakeholders, arranging meetings, coordinating with FilExcellence leadership, and fostering ongoing communication
- **Collaborate with Leads** Work with program and event coordinators to ensure alignment in partnership efforts, securing resources and sponsorships for projects and events
- **Sponsorship Proposals** Draft sponsorship proposals and presentations, ensuring communications reflect the organization's brand and objectives
- **Partnership Tracking** Monitor and document the impact of partnerships, including contributions, in-kind support, and shared resources, to inform future outreach efforts
- **Maintain Records** Keep an organized database of partner contacts, correspondence, and engagement history, ensuring accessible and up-to-date information for team use

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*If one of these roles feels like it's meant for you, we'd be honored to have you with us. Head back to the previous page or **SIGN UP HERE**.*

