



Team Positions & Responsibilities

Deadline: November 10, 2022 11:59pm EST

What is SELFidence?

SELFidence is a youth-led, non-profit organization supporting youth through their confidence journey. We aim to spread awareness in self-confidence and mental health through virtual and in-person projects and graphics. SELFidence now has 40+ members from all around the globe; from South Korea to the United States!

Please contact us at @self_idence or contactselfidence@gmail.com if you have any questions:)

Available Positions:

- [Podcast Host](#)
- [Podcast Editor](#)
- [Project & Event Manager](#)
- [Social Media Manager](#)
- [Graphic Designer](#)
- [Writer](#)

Podcast Team Description:

The podcast team will be working on developing, Speak with SELFidence, our podcast centered around mental health positivity and self-care for students. The hosts will get a chance to interview various mental health professionals and activists for an episode.

Podcast Hosts:

As a host for our podcast, you will be preparing and recording our podcast episodes. When doing an informational podcast episode, you will be working closely with research team members to write a script on a specific topic. When interviewing a guest, you will be responsible for drafting questions for our guests and writing the introduction script.

Responsibilities:

As our podcast team host, you will be attending weekly/bi-weekly department

meetings. You will be writing a script for our episodes and conducting your own research if needed. You will be responsible to meet the deadlines for finishing the script. After writing the script, you will be the host speaking and hosting all of our podcast episodes. On top of this, you are responsible for checking discord regularly and checking the messages.

Time Commitment:

1-3 hours per week

Qualities:

- Passionate about spreading awareness of self-confidence
- (recommended) Prior experience in podcasts or hosting
- Creative and have ideas for our podcast
- Actively participating and sharing opinions
- Comfortable with conducting research and speaking at the podcast
- Have good communication skills and love talking!

Podcast Editors:

Description:

As our podcast editor, you will be editing the episode done by the hosts. You will be editing any parts of the episode and adding music to our episode to make our episode complete!

Responsibilities:

You will be attending bi-weekly department meetings. After the recording is sent to you, you are responsible to meet the deadlines of finishing the edit of the podcast episode and adding/cutting off any parts needed in our episode. On top of this, you are responsible for checking discord regularly and checking the messages.

Time Commitment:

3-4 hours per week

Qualities:

- Passionate about spreading awareness of self-confidence
- Prior experience in editing (audio)
- Creative and have ideas for our organization
- Actively participating and sharing opinions
- Comfortable with audio editing tools
- Good communication skills
- Have a great musical sense

Project & Event Managers Description:

The project and event managers work on outreach and planning our projects or workshops/webinars to help other youth during their confidence journey. Managers will be involved in steps to make an idea come into real-life projects and events.

Responsibilities:

As our projects & events manager, you will be committing to our weekly/bi-weekly department meetings and monthly general meetings. You

will be brainstorming or developing ideas together with the team and involved in steps during the planning process. You might reach out and meet with potential guests relating to mental health and confidence.

Time Commitment:

2-3 hours per week

Qualities:

- Passionate about spreading awareness of self-confidence
- Open-minded and contributes ideas
- Comfortable/learning to use the following platforms:
 - Instagram
 - Google Applications (Google Sheets, Docs, etc)
 - Discord
 - Canva
- (recommended) Have prior experience in fields such as outreach, event planning, and/or marketing
- Have good communication skills
- Know how to compose messages/emails that can both market our organization and appeal to professional

Social Media Managers:

The social media managers work on our social media (mainly Instagram & TikTok). Members are managing our posts and stories as well as creating social media campaigns for SELFidence. Members will have a chance to collaborate with other organizations and have marketing experience as well.

Responsibilities:

As our social media team member, you will be posting assigned graphics on SELFidence's Instagram page. When posting, you will be coming up with captions for each post. You will also be creating TikTok or reels content (short-form videos). In general, you will be sharing various ideas to improve our social media. On top of this, you should be attending bi-weekly department meetings.

Time Commitment:

2-3 hours per week

Qualities:

- Passionate about spreading awareness of self-confidence
- (recommended) Prior experience in content management/reels
- Creative and have ideas for our organization
- Actively participating and sharing opinions
- Good communication skills
- Familiar with how social media platforms(posting, stories, etc)
- Comfortable and enjoy creating short-form content

Graphic Designers:

The graphic designers are in charge of all of our graphics. Members will be designing posts and stories for our social media with their creativity. Members can also get a chance to work with other organizations as graphic designers.

Responsibilities:

You will be designing a graphic post assigned by the director bi-weekly or monthly. You might also be designing graphics outside of posts relating to websites, projects, events, and more. Checking the posting schedule calendar weekly to know what you need to do will be important. On top of this, you should be attending bi-weekly department meetings and staying active on the Discord server.

Time Commitment:

2-3 hours per week

Qualities:

- Passionate about spreading awareness of self-confidence
- Have a creative sense
- Have good time management and communication skills
- Skilled with Canva and other graphic tools (photoshop, procreate, etc)

Writers:

Writers will be writing a creative article bi-weekly/monthly. You can write about personal experiences, current events, etc, and will be able to choose your own topic.

Responsibilities:

As our writer, you will be attending department meetings as well as whole team meetings. You will be writing articles bi-weekly/monthly with the topic of your choice. Also, you will be sharing article ideas with the team members and conducting research if necessary.

Time Commitment:

2-4 hours per week

Qualities:

- Passionate about spreading awareness of self-confidence
- Have good writing skills and audience engagement skills
- Aware of current issues
- Know how to connect the organization to its audience