



ETHICS FORUM INTERNATIONAL

EFI Social Media Coordinator

Information for Applicants

September 2026

1. About the Role

Ethics Forum International (EFI) is seeking a volunteer Social Media Coordinator to help plan, coordinate, and maintain a coherent social-media programme across the wider Ethics ecosystem.

This is an overarching coordination role. The Coordinator will work directly with the Founder to keep sight of what needs to be communicated, when it should be communicated, and how different streams of activity fit together. The role also includes creating, adapting, scheduling, and publishing agreed content.

The role does not involve producing every social-media post. Coaching Ethics Forum (CEF) teams and volunteers will continue to create and/or publish activity-specific content where that responsibility sits with them. The Coordinator helps ensure that this activity is appropriately timed and sequenced within the wider programme.

2. What the Role Covers

The Coordinator will work across relevant activity within the wider Ethics ecosystem, helping to maintain visibility for its programmes, publications, learning, events, membership, recognition and other agreed activity.

3. Key Responsibilities

- Work with the Founder to plan and coordinate social-media priorities across the year.
- Coordinate social-media activity across EFI and the wider Ethics ecosystem so that communications are appropriately timed and coherent.
- Maintain ongoing visibility for agreed areas of activity, including membership, learning, publications, events and other ecosystem work.
- Create, adapt, schedule and publish agreed social-media content, drawing on both new developments and existing material that can usefully be brought back into circulation.
- Maintain oversight of planned and scheduled activity and work with the Founder and relevant teams or volunteers where coordination is required.

4. How the Role Works

This is a collaborative role. The Founder will remain involved in priorities, messaging and creative development and may continue to create graphics or work with the Coordinator to establish reusable templates. Once priorities, templates and content streams are established, the Coordinator will take greater responsibility for planning, scheduling, coordination and follow-through.

The role will initially focus principally on coordinated LinkedIn activity.

5. Time Commitment

As a guide, the role is expected to average approximately 3–4 hours per week across the year, although the time commitment will vary depending on activity and will not necessarily be evenly distributed from week to week.

The role is well suited to working in planned blocks. For example, several months of agreed content may be prepared and scheduled in a single session, followed by periods requiring only light oversight. Busier periods may occur around conferences, publications, Awards, programme promotion, or other ecosystem activity. Much of the work will draw on existing content, graphics, and templates rather than requiring material to be created from scratch.

6. Who We Are Looking For

The role would suit someone who is:

- Highly organised and able to hold an overview of multiple streams of activity.
- Able to plan ahead while also incorporating new activity when it arises.
- Editorially discerning, with good judgement about timing, emphasis, tone, and what warrants visibility.
- A clear and capable writer who can adapt content for social media.
- Reliable and proactive, with the ability to progress agreed work without close supervision.
- Collaborative and comfortable working directly with the Founder and coordinating with CEF volunteers.
- Attentive to detail and able to track scheduled and completed activity.
- Creative and resourceful. Confidence with Canva or similar design tools is useful but is not essential if the applicant is otherwise well suited to the role.

7. What You Gain

- A visible year-round volunteer appointment within an international ethics ecosystem.
- Experience coordinating communications across conferences, learning programmes, publications, Awards, professional communities, and other ethics-focused activity.
- Opportunities to work with and learn about a substantial body of existing content and intellectual work in ethics and ethicality.
- Experience in content planning, editorial judgement, scheduling, coordination, relationship-building, and social-media communication.
- The opportunity to contribute ideas and creativity while working with established visual materials and templates.
- Recognition of the appointment in appropriate EFI communications and the ability to include the role in a professional biography, CV, résumé, or professional profile.
- EFI Associate Membership for the period of appointment.

8. Appointment

This is an unpaid volunteer appointment. The successful applicant will receive an EFI Social Media Coordinator Volunteer Agreement setting out the responsibilities and expectations associated with the role.

The intention is to appoint the Coordinator during November-December 2026, ready to begin the role in January 2027.

9. Applying

Applications will close on 31 October 2026. Applicants will be asked about their relevant experience and capabilities, social-media and coordination experience, what they would bring to the role, and their availability.

The application process and final dates will be published with the call for Expressions of Interest.

Ethics Forum International

www.ethicsforuminternational.com