

Bilingual Social Media Coordinator (Remote - 100% Remote)

We are seeking a motivated and creative **Bilingual Social Media Coordinator** to join our team at M.I.C.R.O. This is a fully remote position, ideal for individuals with an intermediate level of English. As a Social Media Coordinator, you will be responsible for creating and posting engaging content to promote M.I.C.R.O programs across various platforms, including X (Twitter), Facebook, Instagram, and LinkedIn. Your role will involve developing strategies to increase engagement and reach while maintaining the brand voice across different social media channels.

Key Responsibilities:

- Develop and create engaging social media content to promote M.I.C.R.O programs.
- Manage and schedule posts on platforms like X (Twitter), Facebook, Instagram, and LinkedIn.
- Monitor and respond to audience engagement, ensuring a positive online presence.
- Collaborate with the marketing team to align content with ongoing campaigns.
- Analyze social media performance and adjust strategies accordingly.

Qualifications:

- Bilingual in French and English (Intermediate English proficiency required).
- Strong communication skills in both languages.
- Creative mindset with a passion for social media marketing.
- Previous experience in social media management is a plus (but not required).
- Open to newcomers with a willingness to learn and grow.

To Apply:

Please send your CV and cover letter in both French and English to elykiahn@gmail.com.