



United Way  
of the Greater Triangle

INVEST. CONVENE. AMPLIFY.

**Position:** Social Media Contractor

**Organization:** United Way of the Greater Triangle

**Location:** Remote (occasional in-person meetings in the Greater Triangle area may be requested)

**Hours:** 5 hours/week (20 hours/month)

**Compensation:** \$25/hour

**Duration:** June 2026

### About United Way of the Greater Triangle

United Way of the Greater Triangle (UWGT) connects people and resources to community-driven solutions that create lasting impact. We **invest** in effective programs, **convene** partners across sectors, and **amplify** the work of nonprofits that strengthen families and communities across Durham, Johnston, Orange, and Wake counties.

### Position Summary

We are seeking a creative, organized, and mission-driven Social Media Contractor to support our online presence and storytelling. This role is ideal for someone who can translate our work and impact into engaging digital content while maintaining consistent brand voice and messaging.

### Responsibilities

- Create and post **3 pieces of content per week** utilizing media and context from UWGT staff:
  1. **Highlighting a nonprofit organization** we partner with
  2. **Showcasing a corporate or foundation partner**
  3. **Promoting upcoming United Way events**



WWW.UNITEDWAYTRIANGLE.ORG



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- Plan, draft, and schedule posts using our preferred social media tools/platforms.
- Ensure content is visually appealing, accurate, and aligned with United Way's brand guidelines.
- Engage with comments and messages in a timely and professional manner.
- Track post-performance and provide brief monthly updates on engagement and reach.

### Qualifications

- Experience creating and managing content for social media platforms (Instagram, Facebook, LinkedIn, X/Twitter).
- Strong writing skills with the ability to adapt tone for different audiences.
- Basic graphic design/photo editing skills (Canva, Adobe Express, etc.).
- Knowledge of nonprofit sector and/or community engagement preferred.
- Self-motivated, detail-oriented, and able to meet deadlines with minimal supervision.

### Application Requirements

Please submit:

1. **Portfolio** showcasing previous social media work (graphics, captions, campaigns, analytics, or other relevant samples).
2. A brief statement describing **what you can realistically accomplish in 5 hours per week** for United Way of the Greater Triangle.

### To Apply

Send your portfolio and statement to [jobs@unitedwaytriangle.org](mailto:jobs@unitedwaytriangle.org) with the subject line:  
*Social Media Contractor Application – (Your Name)*