

Discord Administrator

She Plays is looking for a skilled Discord Administrator to level up in building, monitoring, and growing our social community. Our ideal candidate is someone who's experienced in building discord communities and has working knowledge within the women's sports space. Ideally, you are highly proficient in oral and written communication skills. Ultimately, you should be able to act as the face and voice of our brand and manage all community communications.

As the Discord Community Administrator, you will be responsible for the ongoing operations and development of the Discord community for She Plays. You will work with a team to build our community and maintain the brand's presence online. You will understand how to moderate a dynamic landscape of platform interactions, and manage audiences within those channels, along a roadmap that includes channel strategy, content strategy, and security strategy.

You will help build a community, guide, moderate conversations, and make our platform known for its informative and friendly members by fostering good online etiquette. You will have a user-centered conversational approach through our Discord to promote, facilitate adoption, and improve experiences. We want to enable our users to share data about themselves in a delightful, easy-to-use, privacy-preserving way.

Responsibilities:

- Operates and oversees moderation of Discord
- Enforce the rules of the server
- Schedule content integration on a regular cadence on She Plays' Discord server
- Consistently have a vision for new ideas and growth within the server
- Manage Discord bots
- Onboard new users and encourage participation, education, and learning
- Maintain and promote a vibrant community culture on Discord
- Answer non-technical/technical user questions and troubleshoot
- Organize and host events (AMAs, Voice-Chats, etc.) on our Discord server on a regular basis
- Contribute ideas and effort to our brand, content, and community strategies
- Manage and scale a team of part-time moderators based globally
- Stay up-to-date on platform updates, trends, and research on competitive platforms
- Respond and collaborate with our community via comments and queries in a prompt manner
- Build relationships with community members, and industry professionals, and onboard new members
- Engage with the community on a daily basis

Requirements:

- Experience with Discord communities and familiarity with platform operations
- Experience in moderating community discussions with large active communities, including use of style guides, tone, response strategies

- Love of women's sports
- Strong communication skills and ability to problem solve
- Proven ability to multitask under pressure and juggle multiple deadlines
- Extremely organized, persistent, and on top of tasks
- Self-starting, supportive & positive attitude
- Deep knowledge of Discord bots, security, and risks
- Patience for helping out the new and acquainted
- Experience launching community initiatives (e.g. building a discord server, launching an ambassador program, creating an event series, and writing an email newsletter)
- 2+ years experience as Discord Admin/Mod or a similar role is highly preferred, but we are open to talented applicants of all experience levels.

Our Culture:

Our team is small and tight-knit. Everyone works together, from the writer to the web developers and our founders. We prioritize collaboration over hierarchy, so never be afraid to ask questions or contribute to our brainstorming sessions!

To Apply:

Email ashley@she-plays.com and include the following:

- Cover letter detailing your interest in the position
- Resume of relevant experience

Please note that this is a remote, part-time position compensated with a small monthly stipend.

If you have any questions about the position or application process, please email ashley@she-plays.com. If you feel you are a good fit for She Plays but have reservations about your qualifications, we encourage you to apply anyway and explain why you believe you're a good fit in your cover letter.