



ADVOCATES ABROAD

www.advocatesabroad.org | volunteer@advocatesabroad.org

MARKETING & COMMUNICATIONS VOLUNTEER (UNPAID POSITION)

POSITION OVERVIEW

Advocates Abroad (Advocates) is accepting applications for the position of Marketing & Communications Volunteer.

This volunteer will support the Fundraising Consultant in the implementation of a Marketing Strategy. Volunteer will be asked to give feedback on the Marketing Strategy and generate creative marketing materials that support the overall Marketing Strategy and Strategic Plan. The position is remote based with the option of serving with field teams on Lesvos.

The initial contract is three (3) months duration, and may be extended to six (6) months. Required availability is a minimum 25 hours per week. Flexibility and willingness to work on weekends is necessary. Responsiveness and ability to work with short deadlines are necessary.

RESPONSIBILITIES: AN OVERVIEW

- Regular, on-demand updates of the website and social media platforms of Advocates Abroad.
- Generate marketing materials including email campaigns, social media, and recruitment campaigns.
- Works directly with the Fundraising Consultant.
- Assistance on upkeep of the Advocates Abroad website and social media sites, including generating content for and managing social media outlets.
- Creating and managing email campaigns through MailChimp.
- Assistance in review and response of applications of volunteer teams through the Volunteer Director.

QUALIFICATIONS

- Strong computer skills (website development, email & social media familiarity).
- Demonstrated ability to work effectively, professionally and independently.
- Strong organizational skills, attention to detail, and follow-through.
- Excellent communication and general correspondence skills.
- Fluent in English.

HOW TO APPLY

Submit a short cover letter and C.V. to volunteer@advocatesabroad.org with the subject line: "Marketing & Communications Volunteer Application."